

TOW POLICY ADVOCACY FELLOWSHIP

Information and Application for Host Sites



TOW POLICY ADVOCACY FELLOWSHIP

PROGRAM OVERVIEW

The Tow Policy Advocacy Fellowship immerses John Jay College of Criminal Justice graduate students in the world of policy advocacy. Through placements at successful policy advocacy organizations in New York City, Tow Fellows gain experience in the policy advocacy field and exposure to the legislative process at the city, state, and/or national level. Alongside complimentary academic coursework, Fellows deepen their knowledge of public policy and develop the skills and abilities necessary to advancing the goals of the host organization.

A collaboration between the Tow Foundation and the Prisoner Reentry Institute (PRI) at John Jay College of Criminal Justice, the Tow Fellowship is open to graduate students with a passion for public policy and social justice. Tow Fellows complete the program ready to join the workforce as the next generation of social justice policy advocates.

Help us grow the next generation of fierce policy advocates, change makers, and social justice leaders.



“As a small organization, we have benefited greatly by having a Tow Fellow who serves as a member of the policy staff. It has been useful to have an additional staffer to conduct background research for advocacy meetings, track our legislation, and represent the organization in meetings.”

—Prior Tow Fellowship supervisor

WHY BECOME A HOST SITE?

Organizational support

Tow Fellows bring their commitment and passion to energize host sites' policy advocacy agendas, expanding organizational capacity.

Leadership potential

Host sites have the opportunity to develop advocacy skills and leadership among talented graduate student, shaping the next generation of leaders in public policy.

Support and consultation

Fellows, host site supervisors, and host site staff members receive dedicated support from the Prisoner Reentry Institute's Fellowship team throughout the placement period.

Intellectual resources

Benefit from access to academic and research-related resources through partnership with John Jay College of Criminal Justice.

Commitment

Our competitive application process yields an exceptional cohort each year. Fellows are driven and enthusiastic contributors to host sites' operations.

Tow Fellows each spend **402** hours at their host sites throughout the placement period.

Plus, you're in good company! Past host sites include:

Bronx Defenders | Children's Defense Fund | Citizens Budget Commission
College & Community Fellowship | Correctional Association of New York
Drug Policy Alliance | EIO (Education from the Inside Out) Coalition | Fortune Society
MFY Legal Services Three-Quarter House Tenant Organizing Project
National Network for Safe Communities | Supportive Housing Network of New York
Urban Justice Center | Osborne Association | Vera Institute of Justice

HOST SITE BASICS

Hosting a Tow Fellow

Fellows commit 14 hours per week of service time to their placement sites during the fall and spring semesters. During the John Jay College winter break (late December to late January), Fellows are expected to contribute 70 hours (total) at their host sites, although the schedule can be negotiated between the Fellow and the host site supervisor. Students are not expected to provide service to their sites during John Jay College's spring break or when sites are closed for holidays.

Previous Fellows have contributed to host sites' policy agendas by:

- Conducting outreach to and organizing constituents
- Developing advocacy materials
- Researching and tracking the legislative landscape for particular bills
- Assisting with coalition-building
- Planning and executing events
- Carrying out research and analysis
- Meeting with lawmakers and other stakeholders

Eligibility

TPAF host sites address a variety of social and criminal justice issues. While they are diverse in size, scope, and approach, all are engaged in cutting-edge policy advocacy work. The ideal host site is interested in making a unique contribution to the long-term vitality of policy advocacy. Ideal host sites provide stimulating placements with good supervision and mentoring, participate in shared experiences with the TPAF cohort, advise us on professional development opportunities for Fellows, and maintain communication with us about the process and content of the program.

More specifically, TPAF host sites should have:

- An active and engaging policy advocacy agenda
- Ability to make good use of the Tow Fellow's 14 hours/week
- Ability to expose the Tow Fellow to a wide array of aspects related to policy advocacy
- Capacity to offer supportive and constructively critical supervision
- Access to a wider network of allied organizations
- Demonstrated success in effecting policy change

HOST SITE BASICS, continued

Supervision requirements

Host site supervisors are integral to the Tow Policy Advocacy Fellowship. Supervisors work directly with Tow Fellows, guiding the Fellowship experience, mentoring Fellows, immersing Fellows in the world of policy advocacy, and providing constructive feedback and criticism.

Host site supervisors benefit from the feedback and insight of prior host site supervisors during information sharing sessions.

Host site supervisors are strongly encouraged to attend an orientation for host site supervisors that occurs during the early part of the fall placement period.

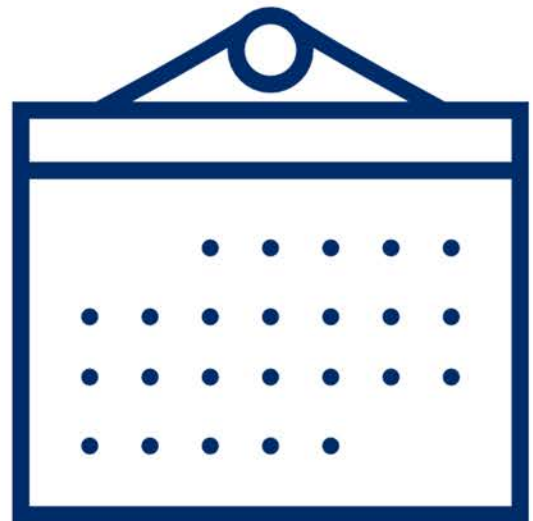
The purpose of the orientation is to provide supervisors of Tow Fellows with information they will need to maximize the effectiveness of the Tow Fellowship for their projects, organizations, and Fellows. Specifically, Tow Fellowship supervisors will:

- Learn about the background and goals of the Fellowship
- Understand their role as a supervisor of a Tow Fellow
- Learn about what they can expect from their Fellows and PRI's Fellowship Initiative team
- Get answers to their questions about the Fellowship

Important Dates

APRIL 30, 2018 Host site application announcement
MAY 23, 2018 Host Site Information Session event
JULY 13, 2018 Host site applications due
JULY 30, 2018 Host sites invited to "matching event"
AUGUST 7, 2018 "Matching event" (tentative date)
AUGUST 13, 2018 Matches announced
WEEK OF AUGUST 20, 2018 TPAF orientation begins
SEPTEMBER 10, 2018 Fall placement begins
DECEMBER 7, 2018 Fall placement ends

Please note dates are subject to change.



APPLICATION PROCESS

If you would like to join us in training the next generation of policy advocates and believe that your organization could benefit from hosting a Tow Fellow, please apply by:

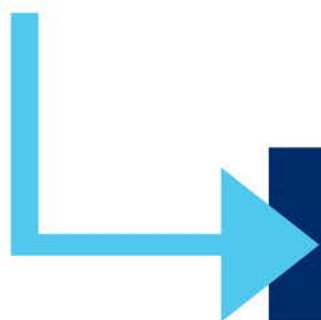
July 27, 2018 at 5 p.m.

Have you already hosted a Tow Fellow?

Welcome back! If you have already hosted a Tow Fellow, we ask that you submit an updated application, regardless of when you last hosted a Tow Fellow. Please consult the application guidelines that follow and submit your updated application.

Applying to host a Tow Fellow for the first time?

If this is your first time applying to become a TPAF host site, please follow the following application instructions and submit a complete application to be considered as a TPAF host site.



Please submit completed applications to:
rafrodriguez@jjay.cuny.edu

Don't hesitate to get in touch with any questions regarding your application or about the Tow Policy Advocacy Fellowship.

APPLICATION INSTRUCTIONS

Please respond to the various items below. Please organize and label your application as follows in a single PDF or Word document.

Organizational Overview:

1. An overview of your organization's mission and programs, including annual budget, staffing, major sources of funding, and organizational chart of the branch or unit where the Tow Fellow will be placed. (Submitting existing organizational materials as attachments is sufficient.)

Mutual Benefit:

2. An explanation of your interest in hosting a Tow Fellow, including current projects or organizational focus to which the Fellow would contribute. Please describe how your organization will provide the Fellow broad exposure to both the management of the organization and the larger public policy field in which it operates. Finally, please describe the benefits to the organization and the Fellow from placement, and how the host site will help develop the Fellow's policy analysis, policy research, policy advocacy, leadership, and communications skills.

Tow Fellow Placement:

3. A position description tailored for the Fellow, including primary responsibilities, ideal qualifications, and scope of services to be rendered. Please include the days/times at which it would be most helpful to have a Tow Fellow on site, and please note also if any travel is expected. As a guide, we consider the following to be important professional development experiences for Fellows, and will look for a range of these and similar opportunities in the position description: exposure to the legislative process, participation in public meetings, meaningful interactions with policy networks, writing, public speaking, stakeholder engagement and analysis, data analysis, client-based work.

Tow Fellow Placement

4. A description of infrastructure capacity to host a student (e.g. office space, computer, phone, as required to accomplish assigned tasks).

5. Current resume, contact info, and title for the staff member who would provide primary supervision and be the liaison between the organization and the Fellowship.

6. A statement of commitment written and signed by the Fellow's prospective supervisor, indicating that he/she will meet with the Fellow at least bi-weekly to provide guidance, feedback, and any necessary support.

7. A signed letter of support from your organization's Executive Director, including contact info, expressing his/her support of this application to host a Tow Fellow.