

DMC Civic Fellows Job Description (Montevallo Placement)

JOB TITLE:	Civic Fellow
REPORTS TO: (TITLE)	DMC Executive Director
LOCATION:	Hybrid between DMC Administrative Offices in Montevallo, AL and remote work
STANDARD HOURS:	40 hours/week
CLASSIFICATION:	Exempt, Full-time

PURPOSE

Assist with DMC programming that works to strengthen civic life in Alabama by increasing active citizenship, community collaboration, and effective decision-making. For more information about the work of the Mathews Center, please visit www.mathewscenter.org.

GENERAL DESCRIPTION

DMC Fellows work with the DMC staff to administer DMC programming, conduct research relevant to DMC programming, author reports, newsletters, and blogs related to DMC programming, and any other duties that may be assigned from time to time.

Salary: \$27,000.00/yr. (Competitive benefits package provided)

DIVISION OF LABOR

The Civic Fellow will work primarily from the DMC administrative office in Montevallo, Alabama during this immersive fellowship experience. The Civic Fellow will spend time working with DMC staff in other Alabama communities throughout the year.

ESSENTIAL DUTIES

- Conduct research relevant to DMC signature programming.
- Create original written content and copyedit existing written content.
- Assist with planning and execution of all signature programming. Signature programs include: Alabama Issues Forums, Teachers' Institute, Students' Institute, Alabamians Who Make a Difference, Coaching Community Innovation Workshops, and the Jean O'Connor-Snyder Internship Program.
- Create text, digital, and video content for the DMC website and social media platforms.
- Develop public networking and nonprofit marketing strategies.
- Provide monthly reports to immediate supervisor.

MINIMUM REQUIREMENTS

- Bachelor's degree (or equivalent) in Political Science, History, Communications, Sociology, Public Administration, Liberal Arts, or related field(s).
- Basic computer skills (Word, Excel, PowerPoint, etc.).
- Strong copyediting skills required.
- Excellent verbal and written communication skills.
- A high level of personal integrity.
- A strong work ethic.
- Demonstrates a willingness to live and work in rural Alabama communities.
- Familiarity and experience with public deliberation, service learning, and civic engagement preferred.

- Special consideration given to former Jean O'Connor-Snyder Interns.

SPECIAL CONDITIONS

Must be able to travel, use personal vehicle, and work occasional evenings.