

Position Description: Disaster Services Fellowship for Veterans

Points of Light Institute inspires, equips and mobilizes people to take action that changes the world. The Institute has a global focus to redefine volunteerism and civic engagement for the 21st century, putting people at the center of community problem solving. We are organized to innovate, incubate and activate new ideas that help people act upon their power to make a difference. Points of Light Institute operates three dynamic business units that share our mission: HandsOn Network, generationOn, and AmeriCorps Alums.

HandsOn Network, the volunteer-focused arm of Points of Light Institute, is the largest volunteer network in the nation and includes more than 250 HandsOn Action Centers in 16 countries. HandsOn includes a powerful network of more than 70,000 corporate, faith and nonprofit organizations that are answering the call to serve and creating meaningful change in their communities. Annually, the network delivers approximately 30 million hours of volunteer service valued at about \$626 million. For more information, please visit www.HandsOnNetwork.org.

Position Title: Fellow, Disaster Services

Department/Business Unit: Partnerships/HandsOn Network

Position Reports to: Director, Disaster Services

Location: Atlanta or DC

Time Commitment: 20 hours/week for 28 weeks

Fellows are eligible for a \$6,000 stipend to offset the Fellow's cost-of-living expenses.

Position Overview

The Mission Continues Fellowship Program challenges post-9/11 veterans to continue service to their nation by serving their communities. Through a fellowship, veterans learn how to use qualities and skill-sets gained through their military service as a way to benefit not only their own lives, but the community around them. At The Mission Continues, we believe that all veterans have the ability to use their experience and potential to inspire and encourage a nation. We provide them with the opportunity and challenge to execute their mission.

The Fellow will support the Disaster Services Program of HandsOn Network. HandsOn Network is most known in the disaster space for its ability to manage spontaneous volunteers in times of disaster. Over the last 8 months, HandsOn Network has re-invested in a national Director of Disaster Services to support our network of affiliates and partners in times of disaster and prepare communities to be more resilient prior to disasters occurring.

Tasks include:

- Support messaging internally and externally via updates to the website, updating social media accounts and supporting research/updates for situation reports as directed.

- Assist in the development of an online resource library of disaster publications, studies, and useful tools/information for affiliates to utilize in their preparedness and response activities.
- Develop and disseminate content and resources to affiliates and partners.
- Research funding opportunities and help pull content for reports and proposals.

Eligibility:

All prospective Fellows must meet the following criteria to be considered for a Mission Continues Fellowship:

- 2 years service in the United States Armed Forces after September 11, 2001
- Honorable discharge

We are searching for passionate, motivated potential Fellows who want to continue service to their country through service to their community.

Fellow will be located within our office in Washington, D.C. or our headquarters in Atlanta.

Position Qualifications:

- Must be a self-starter and able to work independently.
- Must possess political and business acumen
- Must meet deadlines

Learning Objectives

- Gain experience working on a high performing team in a collaborative environment
- Build a network of professional contacts
- Build expertise in disaster preparedness, response, and recovery

Interested persons should send, fax or email a cover letter and resume to: Points of Light Institute, ATTN: IVO, 600 Means Street, Suite 210, Atlanta, GA 30318. FAX: (404) 979-2901; interns@pointsoflight.org

No phone calls please