

APPLICATION PACKAGE

# New York City Social Justice Post-Graduate Fellowship Program

Submission  
Deadline:  
**October 25, 2016**

Program Dates:  
**January –  
September 2017**



NEW YORK CITY COUNCIL

**NYC** Citywide  
Administrative  
Services



**New York City**  
**Social Justice Post-Graduate Fellowship Program**  
**January – September 2017**

The New York City Social Justice Post-Graduate Fellowship (SJPF) is a full-time program for law school graduates to gain professional experience within municipal government. In its inaugural year, SJPF will run as a pilot program for nine months from January 2017 – September 2017.

A placement in New York City government is the central component of the SJPF. All work assignments will be geared toward fulfilling a social justice oriented mission. Fellows will be placed within City agencies, offices or the City Council in roles that complement their skill sets, interests, and expertise. The work will be legal in nature. Fellows will work on projects that foster equity for underserved and under resourced communities, and engage in issue areas that impact communities that experience disparate outcomes across the five boroughs. In this capacity, Fellows will have the opportunity to collaborate with senior level policymakers, elected officials, and participate directly in the work of policymaking and governance.

While taking part in the work of government, SJP Fellows will also be required to participate in specially designed educational and professional development programming throughout the year that will help them serve as effective government leaders.

**ELIGIBILITY:**

Prospective applicants should:

- Have graduated from an ABA-certified law school no earlier than **May 2014**.
- Be admitted to the New York State Bar or be taking appropriate steps to gain admission, as determined by the SJPF Coordinator.
- Demonstrate an interest in public service.
- Demonstrate a strong commitment to social justice.

**STIPEND AND BENEFITS:**

- Selected fellows will receive a stipend of \$46,500.00 for the 9 month fellowship term. Fellows will be full-time employees of the City of New York and eligible for benefits in accordance with civil service title regulations.

**APPLICATION PACKAGE:**

- Completed and signed application
- Resume/CV
- Contact Information for 3 Professional/Academic References
- Short-Answer Responses (“Statements of Interest #1 and #2”)

**SUBMISSION INSTRUCTIONS:**

Complete application packages **must be received by Tuesday, October 25, 2016** and may be submitted via:

<b><u>Postal Service:</u></b>  Social Justice Post-Graduate Fellowship Program The David Dinkins Municipal Building 1 Centre Street, Room 2445 New York, NY, 10007	<b><u>OR</u></b>	<b><u>E-mail:</u></b>  Send <b><u>one</u></b> e-mail with all application materials attached in PDF format; Subject: “SJPF Application Jan – Sept 2017” to <a href="mailto:socialjusticefellowship@dcas.nyc.gov">socialjusticefellowship@dcas.nyc.gov</a>
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Select applicants will be invited to interview in **November 2016**. Invitations to participate in the SJPF will be extended in **December 2016**.

For questions/concerns prior to submitting your application:  
Call: 212-386-6420 or E-mail: [socialjusticefellowship@dcas.nyc.gov](mailto:socialjusticefellowship@dcas.nyc.gov)

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

**New York City**  
**Social Justice Post-Graduate Fellowship Program**  
**January 2017 – September 2017**

**PERSONAL:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB (MM/DD/YY): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about SJPF?: \_\_\_\_\_

**EDUCATION:**

Did you earn a JD from an ABA-Certified Law School? \_\_\_Yes \_\_\_No JD Graduation Date (MM/YY): \_\_\_\_\_  
(Note: Applicant must have graduated from law school no earlier than May 2014.)

Law School: \_\_\_\_\_

City/State: \_\_\_\_\_

Undergraduate Institution: \_\_\_\_\_

Have you been admitted to the New York State Bar? \_\_\_Yes \_\_\_No Attorney Registration Number: \_\_\_\_\_

If not admitted, please explain current efforts to gain admission: \_\_\_\_\_

**OPTIONAL:**

Race/Ethnicity: \_\_\_\_\_ White (not of Hispanic Origin) \_\_\_\_\_ Black (not of Hispanic origin)

\_\_\_\_\_ Hispanic \_\_\_\_\_ Asian or Pacific Islander

\_\_\_\_\_ American Indian or Alaskan Native \_\_\_\_\_ Other

If you speak a language other than English, please list the language(s) and proficiency:

\_\_\_\_\_

## REFERENCES:

**Instructions for Applicant:** Please provide information for three professional/academic references. The Selection Committee will only contact references for applicants advancing to the interview stage.

### Reference #1:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Nature of Relationship: \_\_\_\_\_

Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### Reference #2:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Nature of Relationship: \_\_\_\_\_

Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### Reference #3:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Nature of Relationship: \_\_\_\_\_

Title: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## STATEMENTS OF INTEREST:

**Instructions for Applicant:** Please provide a typewritten response to each of the following statements. Each response **must be 500 words or less** and be **submitted as individual documents**. (1 response per page)

**Purpose:** These short answer questions are intended to provide the Selection Committee with deeper insight into each applicant's unique perspective on social justice issues and possible ways to address them. The Selection Committee seeks to learn more than can be gathered from reviewing a resume/CV.

### STATEMENT #1

**Question:** *Why do you want to be an NYC Social Justice Fellow?*

*Response should include:*

- *What social justice issues are you most passionate about working to address and why?*
- *What previous experiences highlight your commitment to social justice and public service?*

### STATEMENT #2

**Question:** *What is a pressing social justice issue that City government can better address and how?*

*Response should include:*

- *What is your definition of social justice?*
- *What personal attributes, insight and experiences make you an asset to a City government team working to address this or similar issues?*

## APPLICANT AFFIRMATION (REQUIRED):

I certify that all answers and statements on this application are true and complete to the best of my knowledge.

I understand that any false or misleading information contained in this application may negatively impact my eligibility for and/or status in the NYC Social Justice Post-Graduate Fellowship Program.

I certify that I submit a complete application package including each of the following:  
(check all that apply)

- Completed and Signed SJPF Application Form
- Resume/CV
- Contact Information for 3 Professional/Academic References
- Statement of Interest #1 (individual document, 500 word max)
- Statement of Interest #2 (individual document, 500 word max)

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPLICATION PACKAGE SUBMISSION DETAILS

The application submission deadline is **Tuesday, October 25, 2016**. Please check to see that your package is complete prior to submission and includes the following:

- Completed and Signed SJPF Application Form
- Resume/CV
- Contact Information for 3 Professional/Academic References
- Statement of Interest #1 (individual document, 500 word max)
- Statement of Interest #2 (individual document, 500 word max)

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For additional information and updates, please visit the SJPF website, available at:

<http://www.nyc.gov/html/dcas/html/work/internship.shtml>

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