

# The Fellows Program in Public Affairs Hosting a Coro Fellow



**We have had a great experience hosting and hiring Coro Fellows. Their contributions to the firm have made this not only our best corporate partnership but one of our best recruitment strategies as well.**

**Travis Terry**  
Chief Operating Officer  
Capalino+Company

*Travis has hired multiple Fellows to join Capalino full time.*

## Who are The Coro Fellows?

Coro Fellows are diverse, ambitious and committed early-career professionals who are eager to learn more about NYC as they aspire to become its future leaders. Through the Coro Fellows Program, Fellows work in rotational job placements, attend weekly seminars, and conduct interviews with influential stakeholders across sectors. Learn more about the current Fellows class [here](#).

## What is a Fellows Placement?

**Fellows Placements are short-term job rotations during which a Fellow works for a host organization.**

Throughout the program year, Fellows have placements in five different organizations across the government, labor, business, and nonprofit + philanthropy sectors. By hosting a Fellow for a placement, your organization and team receives high quality support to complete work that needs to get done well and quickly. Additionally, you provide a critical opportunity for an emerging young leader to understand more deeply your organization and how it fits into the city ecosystem.

**A Fellows Placement is a great experience for the Fellow and for the host organization. That's why leading organizations like those below return every year as placement hosts.**



### Placements are:



#### Short and productive:

Placements are short, intensive work engagements lasting 4-5 weeks. Fellows are ready to hit the ground running day one of placement, and have done incredible work in short periods of time.



#### An opportunity for fresh insight:

Your organization will benefit from a having a fresh set of eyes and new, energetic mind to tackle the important work that must get done.



#### A learning experience:

Fellows enter your organization with curiosity and a desire to explore the culture and work. They will gather information quickly and put it and their skill sets to work.



#### A way to attract talent:

Fellows graduate the Fellows Program in May, and often turn to their placements and experiences from the program year when pursuing full-time employment.



Coro is New York City's premier civic leadership training organization and a community of more than 2,500 alumni in business, government, nonprofit and schools who are shaping the future of our city.



## What makes a great Fellows Placement?

There are a few expectations that make the placement experience beneficial for you and the Fellow.

### As a Placement Host, you are asked to:

- ✓ **Give the Fellow meaningful work to do:** Fellows enter placement ready to hit the ground running. Giving them a distinct project your team is working on, or staffing them onto multiple, discrete tasks, ensures that you get what you need and that Fellows are able to meaningfully contribute to your organization. No project or task is too small—or large!—for a Coro Fellow to tackle.
- ✓ **Incorporate the Fellow:** We ask that you prepare the workspace and any necessary materials for your Fellow prior to day one so they can jump right into the work.
- ✓ **Keep doing the good work you're doing:** Part of what you can teach a Fellow is how to work with your specific supervisory style, organizational structure, and team culture.
- ✓ **Provide additional unique opportunities:** You are encouraged to invite Fellows to be participants or observers to team, organizational, or otherwise relevant meetings and events, whether they be on or off site.
- ✓ **Check-in and give feedback:** Check-ins are supportive to ensuring a successful project and should happen at your comfort and availability. Fellows are independent workers who thrive from both positive and critical feedback to ensure their work is on the right track.
- ✓ **Complete a Supervisor Feedback Call:** At the end of each placement, we ask each supervisor to complete a 20-minute call with Coro staff to review the experience and feedback for the Fellow. This information is important to support the continued growth and learning for the Fellow.
- ✓ **Communicate with Coro Staff:** If at any point during the placement you have questions, concerns about your Fellow or the hosting process, please feel free to reach out to Coro Staff.

### Fellows are asked to:

- ✓ **Be learners and doers:** Fellows are committed to learning as much as they can during the short time they are placed at your organization. They are immensely capable self-starters and have strong skill sets and a passion for understanding complex issues, all of which makes them great additions to your organization.
- ✓ **Complete projects and more:** Fellows are entrepreneurial and encouraged to find ways to contribute to organizations beyond the scope of their project(s). They will offer new and fresh ways of looking at and tackling work.
- ✓ **Apply their knowledge to their work:** Fellows often have experience working in different fields and in various capacities prior to starting the program. The program also gives them a breadth of experience to apply to their work with your organization.
- ✓ **Manage up:** Each Fellow completes and presents a work plan to their supervisor within the first week of their placement. This work plan includes everything from scheduled check-ins to a timeline of project milestones. Supervisors can provide edits and sign-off on them once they are satisfactory.

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**Our Fellow conducted research and interviewed board and staff members for their perspectives. He developed communications materials, FAQs, and looked into the financial, programmatic and operational requirements of the program. For a small organization, hosting a Fellow was an incredible benefit to us and we would gladly participate again.**

**Keith Timko**  
Executive Director/ CEO  
Support Center

*Keith has since hired his Fellow to join Support Center full time.*

## What are some examples of past placement projects?

A defined **project** helps to focus the Fellow's work during the placement and allows them to produce results for your organization. A project can have one goal or can be a collection of discrete goals that support the work your organization needs to accomplish.

The overall placement experience can include a meaningful project, attending internal and external meetings, shadowing staff and supervisors, and any other relevant experiences that benefit the organization and/or work product and the Fellow.

### In past placements, Fellows have:

#### 1 Worked on one significant project for the duration of the placement

The Fellow was tasked with submitting a training manual and schedule for employees:

- **Conducted** a series of stakeholder interviews to collect data, feedback and employee requests
- **Created** a deck to outline proposed strategy for an employee audience
- **Drafted** a proposal for a new training strategy to be implemented in the next fiscal quarter
- **Pitched** the proposed strategy to focus group of employees and management team

#### 2 Contributed to multiple projects, sometimes on different teams

The Fellow was responsible for various administrative tasks and team support:

- **Proofed & edited** final client documents prior to sending
- **Researched and wrote** client memos for staff use prior to meetings
- **Participated** in and acted as note-taker on client calls
- **Managed** daily research and communications work on an as-needed basis

## What are the specific dates, deadlines, and fees for hosting a fellow?

**Placements** are generally 4-5 weeks long and the exact start and end dates are listed below. Placements are Monday–Thursday with the start and end time determined by the host. Please note that Fellows meet at Coro every Tuesday at 6pm and all-day Fridays for seminar. During seminars, Fellows are trained in Coro tools, debrief placements, and work on group projects, among other things.

There is a **Placement Fee** that serves as an important revenue source to support the Fellows' stipends. This fee is determined on a sliding scale based on the sector and placement length.

PLACEMENT SECTOR	DATES	FEE	HOST FORM APPLICATION DEADLINE
Government	Sept 17–Oct 19	\$2,000	Aug 25, 2018
Labor	Nov 12–Dec 7	\$2,000	Oct 19, 2018
Business	Jan 2–Feb 1	\$3,500	Nov 30, 2018
Nonprofit + Philanthropy	Feb 25–Mar 22	\$2,000	Feb 1, 2018

## I want to host a Fellow. What's next?

### The process is as follows:

- 1 If you'd like to host a Fellow and you already have a project in mind, please complete the **Placement Host Application Form**. If you're interested in hosting but want to learn more before you sign on, complete the **Placement Host Interest Form** and a Coro staff member will be in touch to discuss this opportunity with you soon. Forms are available on our website at [coro.nyc](http://coro.nyc).
- 2 Program Staff match each Fellow with a Placement Host and take into consideration a number of factors including: skill level, fit, organizational need, and more. We notify placement hosts of their Fellow about two weeks prior to the start of the placement.
- 3 The Placement begins!

**Even if the placement is months away, we encourage you to submit your form now!** There are only 12 Fellows, and the earlier you request a Fellow, the better your chances are of securing one.