The Fellows Program in Public Affairs
Hosting a Coro Fellow

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> **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.**
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> **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.

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.

NYC Office of the Mayor

THE NEW YORK CITY COUNCIL

MTA

accenture

UFT United Federation of Teachers

32BJ SEIU Stronger Together

OPEN SOCIETY FOUNDATIONS

Center for Court Innovation

NEW YORK LIFE

Placements are:

→ **Short and productive:**
Placements are short, intensive work engagments 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.
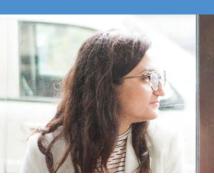
→ **A learning experience:**
Fellows enter your organization with curiosity and a desire to explore the culture and work. They will gather information quickly and put it and their skill sets to work.

→ **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.
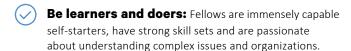
coro NY

Coro is New York City's premier civic leadership training organization and a community of more than 3,600 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: Part of what you can teach a Fellow is how to work with your specific supervisory style, organizational structure, and team culture. You are encouraged to invite Fellows to participate in or observe staff meetings, organizational events and other relevant meetings, 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 survey: At the end of each placement, we ask you to complete a survey to provide feedback for the Fellow and review your experience hosting. This information is important to support the continued growth and learning of the Fellow.

Communicate with Coro staff: If at any point during the placement you have questions or concerns about your Fellow or the hosting process, please feel free to reach out to Patricia S. Ureña, Program Director.

Fellows are asked to:

Be learners and doers: Fellows are immensely capable self-starters, have strong skill sets and are passionate about understanding complex issues and organizations.

Complete projects and more: Fellows are 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.

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.
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> **Keith Timko**
> Executive Director/ CEO
> Support Center
> *Keith has since hired his Fellow to join Support Center full time.*

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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 meaningful results for your organization. The overall placement experience should 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 16—Oct 24	$3,000	Aug 16, 2024
Labor	Nov 4—Dec 5	$2,500	Oct 4, 2024
Non Profit + Philanthropy	Jan 2—Feb 6	$2,500	Dec 13, 2024
Business	Feb 18—Mar 20	$4,000	Jan 17, 2025

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**.

Even if the placement is months away, we encourage you to submit your form now!

2 Program staff match each Fellow with a Placement Host and take into consideration a number of factors including: project scope, skill level, fit, organizational need, and more. You will be notified if your application has been accepted about two weeks prior to the placement start date.

3 The Placement begins!

INTERESTED IN HOSTING A FELLOW?
Contact **Patricia S. Ureña,** Fellows Program Director at Patricia@coro.nyc.