

## Bill Emerson National Hunger Fellows Program

**Field Placement Work Plan Application**

* The deadline for the proposed work plan and the web application ([which is located at this link](https://app.smartsheet.com/b/form/4f31c9b20c4b426f8e83e4bb087dc632)) is: **5 pm EST Friday, April 14, 2023**

Thank you so much for your interest in hosting an Emerson Fellow. Below you will find a work plan template that the Congressional Hunger Center uses to match Emerson Fellows with policy placements.

**DIRECTIONS:** Please answer each of the following questions about the project on which the Emerson Fellow will work. A successful policy placement application typically includes detailed descriptions of how the project seeks to effectively build an organization’s capacity and advances its mission, while at the same time allowing Emerson Fellows to use and grow their professional skills, and have an impact on hunger and poverty in the United States.

1. Please describe the project that you would like a fellow to complete.
* In your answer, please discuss the following:
	+ What are goals of the project?
	+ What are its desired outcomes?
	+ What problem(s) does the project address?
	+ What change would it make?
1. How does the project fit into your organization’s core goals?
2. Using the following template, please describe the fellow’s proposed work plan or job description for the five-month period of the policy placement; use additional pages if necessary.
* Develop a thorough job description, listing each of the tasks and activities/responsibilities the fellow will be expected to accomplish. If applicable, list any activities related to the fellow’s project that your organization will complete prior to the fellow’s arrival.
* **NOTE: If you are requesting more than one Emerson Fellow you must complete a proposed work plan for each fellow.**

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| **Project Goal** | **Responsibilities and Tasks** | **Deliverable** | **Planned Period** **of Work** |
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1. Please list the desired skills and qualifications the fellow will need to successfully work with your organization on the project.
2. Please describe your plans for providing the fellow with the supervision – including support, oversight, resources, knowledge, and access – the fellow will need to achieve the specific objectives outlined in the proposed work plan.
* Please include a brief biography of the person who will have *primary responsibility* for supervising the fellow.
1. The Emerson Program expects the fellow’s direct supervisor to help guide the fellow’s progress in developing a strong set of professional skills. What will your organization and the fellow’s direct supervisor do to promote the fellow’s professional development?
2. How would you describe your organization’s office culture (e.g. dress code, hours of operation, etc.)?
3. Describe your organization’s onboarding process? Outline the steps you will take to properly orientate the fellow to your organization’s culture and norms.
4. Please describe how the Emerson Fellow working with your organization will be involved in the national anti-hunger/anti-poverty policy community. (For example, would the fellow be involved in a joint project with other organizations? Would the fellow be included in coalition meetings that representatives from your organization attend?)
5. How will your organization ensure the sustainability of the project completed by the Emerson Fellow?
6. Occasionally, work plans must be modified due to the nature of the fast-paced policy process. Please discuss any factors that may impact your project and how the proposed work plan might have to be changed and/or modified.
* **NOTE: Any substantial changes and/or modifications to the proposed work plan must be approved by Emerson Program staff.**
1. What resources and materials exist at your organization to support your project?
2. Are there other staff members or departments within your organization who will be involved in the project?
3. If not already addressed, please identify any other organizations that will be collaborating on the project.
4. Please provide any additional information that you like the Emerson Program staff and fellows to consider when reviewing your proposed work plan.

**Next Steps**

Please submit this proposed workplan online, along with the webform application ([which is located at this link](https://app.smartsheet.com/b/form/4f31c9b20c4b426f8e83e4bb087dc632)), by **5 pm EST Friday, April 14, 2023**. If you have questions about the application process or would like to discuss your proposed work plan before submitting it, please feel free to contact Tony Jackson (Director, Emerson National Hunger Fellowship Program) via email tjackson@hungercenter.org. Thank you again for your interest in hosting an Emerson Fellow.