

25-26 CivicSpark Fellow Candidate Offer Form

To move forward with making an offer to your selected fellow(s), you must complete this form and include it in your fellow ranking response email to [Justin Brosseau](#).

If you are making offers to multiple fellows, please submit a separate form for each one.

Please save the pdf in the following format:

[Fellow Candidate 1st Initial. Full Last Name]_[Project Site]_25-26 FOF

Ex: J.Brosseau_CivicSpark_25-26 FOF

CANDIDATE NAME: _____

PROJECT NAME: _____

Location: _____

Project Supervisor: _____

Email: _____

Site Supervisor: _____

Email: _____

Fellow Living Stipend (paid bi-weekly over 11 months): \$35,000

For additional Fellow Benefits please refer to the [CivicSpark Fellows FAQ](#).

Site Details, Work Expectations, and Additional Notes

1. Placement Type

On-Site___ Hybrid___ Mostly Remote (see requirement for Mostly Remote below)___

2. Weekly Schedule (i.e. M-F, M-R, every other Friday off, etc): _____

3. Expected Working Hours (i.e. 7 am - 4 pm; 9 am - 5:30 pm, etc): _____

4. If hybrid, distinguish the usual expected IN OFFICE days for the work week:

Mon Tue Wed Thur Fri

5. Additional Notes from the Project:

CIVICSPARK/AMERICORPS POSITION SUMMARY AND ESSENTIAL FUNCTIONS

The specific duties for this role focus on building resilience capacity. The Fellow will support beneficiaries by assisting with developing and implementing projects that increase resilience capacity at their host site and community. (Continued on the next page...)



As **AmeriCorps** members, CivicSpark Fellows can only engage in specific goals or tasks. All Fellows will only engage in:

- Capacity building projects to address local resilience needs.
- Volunteer engagement to recruit and build volunteer services, and support existing volunteers.
- Professional development to build both professional skills and community development skills.

All **CivicSpark** projects will increase the capacity of local communities to address critical resilience challenges. All Fellows follow the same general process to implement their service:

- Gap assessment in which Fellows identify three capacity building goals;
- Research, planning, and/or implementation projects to address these goals;
- Transitioning expertise to local government staff and community members.

PROJECT SITE SUMMARY AND ESSENTIAL FUNCTIONS

Directions: Based on the specific service needs and plans of this project, please list the essential duties and responsibilities of the Fellow(s) below (bullet points are preferred, similar format as above):

Synopsis: _____

- _____
- _____
- _____

CivicSpark Reminders for Fellows:

- **Fellows must provide a local address that is within a 50-mile radius of the project site's offices by September 17th, 2025. CivicSpark Staff will provide information on how to submit this during the onboarding processes.**
- **Fellows with mostly remote positions work from the project site's office/ conduct in person work with the project site a minimum three times over the course of the ENTIRE service term.**
- **Service Year Starts October 6th, 2025. CivicSpark/PHI will conduct onboarding tasks virtually on Oct 6 & 7, with the fellow's "first day on site" expected on Wednesday, October 8th. Full First Week details will be shared as we approach the Partner Orientation currently scheduled for Wednesday, Sept. 17th, 2025.**

If you have any questions as you complete the form please email [Justin Brosseau](mailto:Justin.Brosseau).