**Amate House Service Site Application**

**2021-2022 Program Year**

**Term of Service: August 16, 2021 to June 3, 2022**

**Please submit this completed application and a job description in a Microsoft Word (.doc) format to Katie Cashman (****kcashman@amatehouse.org****) by January 15, 2021. Due to the nature of our site placement process, we cannot guarantee that all site partners will receive a fellow. Please reach out with any questions.**

**Site Information**

|  |  |
| --- | --- |
| **Site Name** |  |
| **Address** |  |
| **City / State / ZIP Code** |  |
| **Phone Number** |  |
| **Fax Number** |  |
| **Website** |  |

**How many Amate House fellows are you interested in placing at your organization for 2021-2020?**

**Please briefly describe your organization and its mission:**

**How many clients did you serve in the last fiscal year?**

**Please provide demographic information (ethnicity, age, income, etc.) on the people/community your organization serves:**

**Who is eligible to receive services from your organization? Please list any criteria you use to determine this:**

**Does your organization have a goal to dismantle racism and/or other forms of oppression?**

**What mentorship and/or professional development opportunities are available for Amate House fellows at your organization?**

**Placement Information***If you have multiple placements available, please duplicate this section as many times as necessary.*

***\* Please submit a detailed copy of the fellow’s job description in Microsoft Word (.doc) format with your site application. The job description should include the fellow’s principle duties & responsibilities, required qualifications & desired skills, and any other desirable qualifications you would like in a fellow \****

**Position Title:**

**Working Hours:**

*Please specify if there are any evening or weekend hours expected. See Site Criteria for more information on Amate House Commitments and recommended Work Hours.*

**Location of site (where the fellow will serve):**

**Do you anticipate the fellow to be working remotely, in person, or a hybrid? Please describe the COVID precautions your organization has in place.**

**Is a car necessary for this position? Would it be possible for the fellow to carpool with others?**

**Do you need the fellow to have a valid driver’s license?**

**What is the parking situation?**

**Is it necessary and/or safe for the fellow to take public transportation?**

**Is this position at least 80% direct service?**

*Direct service includes activities such as outreach, case management, training, teaching, tutoring, mediating, cleaning, counseling, recruiting volunteers, completing administrative tasks that facilitate client care, preparing for class, coaching, listening, cooking, serving, providing health care, food, or clothing. Fellows may also perform capacity-building activities as direct service that improve organizational and financial capability of nonprofit organizations and communities to meet those local needs by achieving greater organizational efficiency and effectiveness, greater impact and quality of impact, stronger likelihood of successful replicability, or expanded scale.*

**In what way would an Amate House fellow expand your capacity to fulfill your organization’s mission?**

**Due to COVID-19 we are anticipating more applicants taking a gap year from their college education. Are you willing to accept a fellow that is at least 21 years old but has not yet completed their Bachelor’s degree?**

**Please list who will be the fellow’s direct supervisor.**

|  |  |
| --- | --- |
| **Site Supervisor Name** |  |
| **Title** |  |
| **Email Address** |  |
| **Preferred Phone Number** |  |

**Who should be contacted to set up a site interview?**

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Title** |  |
| **Email Address** |  |
| **Preferred Phone Number** |  |

**Financial Information**

*We ask our site partners to pay a contribution in exchange for the services of a fellow. These contributions allow Amate House to provide housing, food, health insurance, transportation, and formation expenses for our fellows. The standard site contribution is* ***$16,000*** *per fellow, per program year. Sites that require fellows with specialized degrees or licensure (i.e. Nursing, Physical Therapy, LCSW) will be asked to contribute* ***$19,000.*** *There is an addition* ***$100 work from home fee*** *for fellows with scheduled remote hours. This fee covers expenses such as office supplies, printing, and increased Wi-Fi quality****.***

**Who should we contact regarding the site contribution?**

|  |  |
| --- | --- |
| **Financial Contact** |  |
| **Title** |  |
| **Email Address** |  |
| **Address** |  |
| **City / State / ZIP Code** |  |
| **Phone Number** |  |
| **Fax Number** |  |

**The deadline to apply for an Amate House fellow for the 2021-2022 program year is January 15, 2021. Please submit the completed Site Application form and job description in a Microsoft Word (.doc) format to Katie Cashman, Program Formation Coordinator, at** **kcashman@amatehouse.org****.**

**Next Steps**

**We will be in touch within two weeks of receiving your application and job description(s). If you are approved to be a site partner we will send you a site agreement outlining the expectations should you have a fellow placed with you.**

**Due to the nature of our site placement process, we cannot guarantee that all sites will receive a fellow. There is no financial commitment if a fellow is not placed with you. Our application and site placement process happen on a rolling basis from early February until all positions are filled (typically the end of May).**

**Thank you for your interest in partnering with Amate House. Please reach out to Katie Cashman with any questions.**

**Katie Cashman**

Program Formation Coordinator

WFH: 320.248.0343 |Office: 773.376.2445

Email: kcashman@amatehouse.org