



Eric Adams
Mayor, City of New York

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NYC Chief Service Officer

2022-2023 NYC Service Fellowship Program Frequently Asked Questions

Application Process

What does the application process entail?

The application opens in April 2022. Each applicant is asked to complete our online form and submit the following:

- Unofficial Transcript: *an official transcript is required upon acceptance into the fellowship*
- Resume
- One Essay
 - A personal statement not to exceed 750 words.
- Two References (at least one from a current or former supervisor/professor) who must submit a letter of recommendation. Applicants may not submit letters on behalf of their references nor from a current NYC Service coordinator. References will receive an email once the completed application is submitted.
- Work Sample - Candidates invited to participate in the panel interview round will be required to submit **one** sample of previous work that demonstrates their professional skills and/or past work experience. Work samples may include, but are not limited to: project plans, academic papers, social media toolkits, fact sheets, reports, and PowerPoint presentations.

Commented [RL1]: We should clarify that members cannot ask for a reference from their coordinator here.

What is qualified as a service experience?

We recognize that volunteerism and service exist in many forms. We expect applicants to have one year of national service (AmeriCorps) or volunteer experience by the time the position is offered.

Is there an interview process?

Yes, select finalists will be interviewed via phone and potentially scheduled for two additional in-person interviews. In-person interviews typically include a panel of the hiring manager and two additional NYC Service staff. Second round in-person interviews may include the NYC Chief Service Officer and hiring manager.

Can I defer my acceptance for one year?

No. Finalists must decide if they will accept the NYC Service Coordinator position for the year or release the spot for a wait listed candidate. If eligible, a candidate can re-apply the following year.

Can I re-apply to the program and use the two essays I already submitted?

Applicants may re-apply if they are still eligible but must submit a new application and revised application materials.



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How are will we be notified throughout the process?

All communication will be done via email.

Do we need to submit both undergraduate and graduate transcripts, or just need graduate transcripts?

Send most recent transcript to prove completion of your degree.

Can you apply for multiple fellowship coordinator positions?

Applicants can only select up to two positions.

Eligibility

How do I determine if I am eligible?

Please see [eligibility](#).

Do I have to be a U.S. citizen to apply?

Applicants **DO NOT** need to be U.S. citizens. However, applicants must be able to demonstrate their eligibility to work in the United States after graduation and for the entire program period. Applicants must meet the criteria set forth by the I-9, "Employment Eligibility Verification," from the U.S. Citizenship and Immigration Services (USCIS). The NYC Service Fellowship Program does not sponsor work visas.

Is there an age limit to apply to this program?

There is no age limit to apply to the program. Please see [eligibility](#).

Fellowship Details

When does the NYC Service Fellowship Program begin? How long is the commitment?

The 2022-2023 NYC Service Fellowship will begin in August or September 2022, depending on the position, and the program is a one-year (12 month) commitment. Each Coordinator position has a different start date during the period mentioned above. Candidates must be eligible to start no later than September 30th, extensions past this date will not be considered.

How much are NYC Service Coordinators in the Program paid?

NYC Service Coordinators in our program receive a taxable stipend of \$55,326 for the 12-month program.

What are the health benefits for the fellowship?

There is a choice of paid health insurance plans (vision and dental not included). Health insurance (not including vision or dental) is also offered by the City. Some options are free, and

Commented [RL2]: Open to thoughts on this - I just want to get us out of the pattern where we have a couple people each year who are way off the timeline.



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some have additional costs taken by payroll deductions. NYC Service Coordinators choose the option that works best for them, if they wish to enroll.

Does the City pay the NYC Service Coordinators relocation and/or housing expenses?

The City does not pay for relocation and housing expenses. NYC Service Coordinators are expected to secure their own housing arrangements and NYC residency is required.

Commented [RL3]: should we add that NYC residency is required here?

General Questions

Can fellows continue with the program for a second or third year?

Dependent on funding and satisfactory performance during the first year of the fellowship, a fellow may be invited to continue for a second year. Most fellows who continue for a second year remain in their original position. If a fellow wanted to switch to another position for a second year, they would need to submit a formal application to the position of interest.

Can I go to graduate school part-time or at night while serving as a NYC Service Coordinator in the program?

NYC Service Coordinators are expected to commit full-time to the twelve-month program. Due to the intensive nature of the work, Coordinators may only attend graduate school after work hours. This fellowship is a full-time commitment with potential late nights, early mornings, and weekends. Coordinators and supervisors plan and communicate if and when commitments outside of 9-5 work hours are needed. Due to the office time commitments, NYC Service recommends not taking more than a parttime class load while in the NYC Service Fellowship Program.

If we have further questions, who do we email?

Please feel free to send an email to NYCServicesFellows@cityhall.nyc.gov.