



The City of Seattle proudly announces the 2023 Mayor's Public Policy Fellowship Program. This program will feature a cohort of 10 graduate student Fellows who are pursuing master's or doctorate degrees focusing on public policy or a related field. This cohort will work on City of Seattle projects developing public policy and programs for the public good that supports mayoral priorities. During this fellowship, this cohort will network and meet with City leaders and key policymakers to support their public service careers.

### **Application Deadline: January 10, 2023, 4:00 p.m. PST**

If interested in multiple fellowship positions, applicants should apply to each posting individually.

#### **Program Goals**

- Provide a meaningful learning opportunity for students and introduce them to City leadership
- Introduce the Fellows to City government as a viable and rewarding career path

#### **Application Criteria**

The Mayor's Office and the Seattle Department of Human Resources coordinate the review and selection process for these positions. Applicants must meet the following criteria for consideration:

- Must be enrolled in an accredited graduate program in public administration, public policy, or another related field throughout the fellowship term (graduated students will not be eligible). Students are not required to be enrolled during the summer session but must provide documentation of continued Fall enrollment.
- Graduate students will need to maintain a 3.0 GPA or above throughout the fellowship
- Eligible to work in the U. S.

#### **Program Structure**

Fellows are assigned for a 14-week (40 hours per week) summer fellowship from June 14, 2023 to September 20, 2023. During this time, Fellows work on carefully screened policy projects aligned with Mayoral priorities or key City initiatives. In addition, the fellowship experience is enhanced with the following opportunities for interaction with the Mayor and exposure to other City leaders:

- Orientation & Welcome Reception with Mayor Harrell & senior staff
- City Policy & Budget
- Periodic check-in meetings with Program Coordinator
- Closing presentations to Mayor and senior staff
- And many more opportunities to network within the City!

**Mayor's Fellows can expect the following**

- Meaningful analytical or research-based work with a clearly defined focus and expected outcomes
- Projects aligned with Mayoral priorities and/or key City initiatives
- Opportunity for engagement with and or presentations to City department leaders, Mayor's staff, and/or community stakeholders
- Consistent and available direct supervision and mentoring
- Competitive pay of \$23.40/hour.

**Mayor's Fellows Core Competencies**

- Has a sincere interest in a City/municipal government career
- Delivers assigned projects on time
- Works independently and within a team environment
- Synthesizes data and communicates findings clearly in written and oral presentations
- Handles frequent changes in deadlines, priorities, and overall organizational change
- Is a good listener and works inclusively with all community and government contacts
- Performs independent research, including interviewing, web, and government documents
- Applies the concepts of the Mayor's Race and Social Justice Initiative to daily work
- Applies graduate coursework (i.e., policy, management, and financial analysis skills)
- Participates in networking opportunities for career development purposes

**Application Process**

- Resume outlining experiences and qualifications
- Statement of interest, around 500 words, that describes:
  - What you hope to gain and contribute by participating in this Fellowship program.
  - An academic, work, or volunteer project where you have contributed and how it prepared you for this Fellowship.
- Unofficial transcript showing previous course history, GPA, and proof of enrollment in a graduate program (summer 2023 enrollment is not required if the Fellow can show proof of enrollment for fall 2023)

**Projected Timeline (subject to change)**

November - December	School Notifications & Student Recruitment
November - January	Applications accepted
January - February	Semi-finalists contacted for interviews
February	Finalists notified & offers accepted
June - September	Fellowship program

## **Fellow Projects**

### **1. CITY BUDGET OFFICE - Innovation & Performance, 2022-01921**

This Fellow will be responsible for co-designing six areas of inquiry aligned with the Mayor's priorities. The Fellow will be trained in human-centered design and conduct interviews with Mayor's Office, department staff, residents, community-based organizations, universities, and private partners to develop research questions under each area. Research questions will go through an internal vetting process to ensure alignment and complements work being done citywide.

### **2. SEATTLE PARKS AND RECREATION - Policy, Performance and Property, 2022-02094**

This Fellow will be responsible for the research, ideation, and application of qualitative performance metrics for recreation programming so that we can better track and report on the health and wellness of our residents using recreation programs, services, and/or facilities.

### **3. HUMAN SERVICES DEPARTMENT - Crime Victim Advocates, 2022-02178**

This Fellow will be responsible for the secondary trauma/burnout prevention project that will research available trauma stewardship trainings and educational materials and opportunities for City of Seattle crime victim advocates. The Fellow will research the practice of providing mental health support of crime victim advocates, develop implementation plan and relevant policy for providing this to staff as a condition of employment. The Fellow would work with HSD Human Resources to promote leave options specifically for direct service staff/burnout prevention such as 1 day of approved self-care per month, Sabbatical, and FMLA. Create draft of work coverage plan for CVA burnout prevention leaves.

### **4. HUMAN SERVICES DEPARTMENT - Aging & Health, 2022-02179**

This Fellow will be responsible for policy work for a Behavioral Health and Crisis Response / Alternative Response system. Public policy analysis of 10-15 city (or county) policies on alternative response systems for behavioral health/crisis response. Conduct a meta-analysis of city/county systems/policies. Analysis of projects in the works (not yet in service) related to behavioral health facilities, outpatient programs and outreach services. Investigate funding option (WA Department of Commerce, WA Health Care Authority) and partner opportunities for crisis stabilization services.

### **5. SEATTLE CITY LIGHT - Electrification and Strategic Technology, 2022-02123**

This Fellow will work to strengthen the connection of Climate Change Research/Resilience Strategy and Grid Modernization Plan, integrate Resilience and Equity in Grid Modernization Planning, and propose climate change threat mitigation and adaptation actions with a detailed plan.

6. **SEATTLE DEPARTMENT OF TRANSPORTATION - Green Fleets, 2022-02111**

The Fellow will work on Climate and Environment and developing innovative environmental solutions that foster equity, vibrant communities, and shared prosperity. The Transportation sector is the largest source of carbon emissions in the City. SDOT should be a model for reducing these emissions through our own fleet and activities. Specifically, the Fellow will identify opportunities within SDOT to implement innovative ways to reduce emissions in the transportation sector and ways that SDOT can be a model for that implementation.

7. **SEATTLE DEPARTMENT OF TRANSPORTATION - Transit & Mobility, 2022-02084**

This Fellow will complete research and analysis to identify strategies for: integrating and connecting micro mobility (bikes and scooters) to public transit and making bikes/scooters part of the transit system, reducing cost barriers to use of micro mobility options (beyond existing reduced-fare programs) and other methods for increasing safety of, and adoption of, micro mobility as a transportation option.

8. **OFFICE OF HOUSING - Director Policy, 2022-02180**

This Fellow will work with the Office of Housing (OH) in creating a new unit that will be responsible for integrating data and information across its multiple affordable housing programs, funding streams, and regulatory frameworks. The Fellow would be working with OH Managers, Management Systems Analyst, and Communications Team to determine how to increase OH's ability to 'mine' our data to increase impact, set performance and outcome metrics, and inform policy and investment priorities.

9. **SEATTLE DEPARTMENT OF HUMAN RESOURCES - Talent Acquisition, 2022-02181**

The Fellow will play an important role in promoting workplace equity by helping to retain existing employees, creating talent pipelines, and advancing racial equity and social justice. This Fellow will work in collaboration with the City's Mentorship Team and perform policy and legal research, analysis, and writing. They will also conduct stakeholder engagement, create reports, outreach materials and training, provide reporting assistance, and apply race and social justice principles to all levels of work.

10. **OFFICE OF SUSTAINABILITY AND ENVIRONMENT - Communications, 2022-02182**

This Fellow will bring much needed capacity to support to OSE's communications work, with a focus on supporting writing and content development to help engage key environmental constituencies most notably BIPOC communities that are most impacted by climate change and are being centered in OSE's policies and programs and helping to communicate to residents the investments and climate policies that are coming to Seattle.

**For More Information:** contact Sandra Wong at [sandra.wong@seattle.gov](mailto:sandra.wong@seattle.gov)