Public Humanities Fellowship
Placement Description – Year Up National Program Team

Year Up is a large national nonprofit that connects young adults ages 18-24 to sustainable-wage careers through six months of intensive, classroom training and a six-month paid internship with major companies. Year Up’s National Program Team (NPT) provides top-notch service and support to a network of 25 program sites with local staff serving over 4,000 young adults across the country each year. NPT is comprised of three practice areas: “Quality & Delivery” develops and supports implementation of practices and standards for high-quality program services. “Academic Strategy & Design” supports the design and delivery of high-quality academic programming that prepares young adults for the workforce and meets employer demand. “Research & Evaluation” uses social science research methods and data science to improve Year Up’s program model, prove its effectiveness and empower staff to use data in their day-to-day work.

Year Up’s Public Humanities Fellow will primarily support the Research & Evaluation practice area on a variety of special projects. Specifically, the Fellow will contribute to the cleaning, analyzing, and presentation of student, intern, and corporate partner data. The Fellow will partner with others on NPT to synthesize stakeholder feedback and clearly communicate recommendations to the network in writing, virtual presentations, and through development of training materials. The Fellow will get exposure to our administrative Salesforce and Survey Monkey data systems, as well as Tableau and Microsoft Office tools for reporting, dashboarding, and creating training content. While the Fellow will work closely with the Boston-based team, they will have significant interaction with diverse staff and colleagues across the country through virtual calls and meetings. All NPT members actively participate in direct service, so the Fellow will have opportunities to engage with our students and interns and help build and sustain a positive educational environment.

To succeed in this role, the Fellow will thrive in a fast-paced, collaborative environment that requires attention to detail and the ability to communicate clearly with a variety of stakeholders. They are eager to connect with and support others both online and in person with a customer-service mentality. The ideal candidate is analytic, organized, a quick learner, and asks thoughtful questions.

Year Up has a strong, supportive feedback culture based upon six core values: strive to learn, be accountable, build trust and be honest, respect and value others, engage and embrace diversity, and work hard and have fun. We warmly welcome Fellowship candidates with diverse backgrounds, experiences, and perspectives to join our team and help us close the Opportunity Divide by connecting young adults to life-changing careers. For more information about Year Up, please visit our website, or find us on LinkedIn, Facebook, and Twitter.