

ACTE Region V  
Fellowship Coordinator

**SUMMARY OF RESPONSIBILITIES:**

The Fellowship Coordinator is responsible for overseeing and implementing the ACTE Region V Leadership Fellowship Program. Facilitates all Fellowship Program activities, maintains monthly contact with the Fellows, and coordinates mentorship and personally provides mentorship to the Fellows. The Fellowship Coordinator will also work with ACTE Region V Policy Committee to set up meetings and conference calls for the Fellows, report to the ACTE Region V Policy Committee on the status of the program, and attend ACTE Region V Conference and the ACTE VISION Convention. As funding is available, a stipend may be provided to the Fellowship Coordinator.

Fellowship Coordinators are asked to commit to a three (3) year term to provide consistency in the program. At the end of the initial three (3) years, the Fellowship Coordinator may re-apply and renew for an additional two (2) years, with the understanding that they will mentor a “Fellowship Coordinator Elect” during their fifth year. If the Fellowship Coordinator does not want to renew for an additional two (2) years, they will mentor a “Fellowship Coordinator Elect” during their final year.

**ESSENTIAL FUNCTIONS:**

1. The Fellowship Coordinator should serve as a mentor to the Fellows: The Fellowship Coordinator is the primary contact for the Fellows. The Fellowship Coordinator is serving as a mentor/example to the Fellows. Whether a formal or informal mentoring relationship is established, the Fellowship Coordinator should be sure to model good leadership for the Fellows.
2. The Fellowship Coordinator should serve as a facilitator for all the Fellowship Program Activities: The Fellowship Coordinator should take an active leadership role in scheduling and facilitating meetings, conducting and coordinating conference calls, and checking/reviewing the Fellows’ work and progress on activities.
3. The Fellowship Coordinator should foster consistent interaction with the Fellows throughout the year: The Fellowship Coordinator should maintain a minimum of monthly contact with the Fellows via conference calls, web conferences or other media.
4. The Fellowship Coordinator should coordinate mentorship between the current and past Fellows in addition to remaining in contact with the past Fellows. The past Fellows can serve as a resource to the Fellowship Coordinator and help mentor the current Fellows one on one. The Coordinator should foster relationship with previous Fellows and assist them as they mentor the current Fellows.
5. The Fellowship Coordinator should assist current Fellows in the development of their personal development goals and digital portfolio of work. The Fellowship Coordinator should guide current and past Fellows into leadership opportunities within ACTE Region V and ACTE.

**EXPERIENCE, SKILLS AND QUALIFICATIONS:**

1. Strong communication skills
2. Leadership experience (State/National Board or ACTE Region V Committee experience preferred)

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3. Coordination skills
4. Time to devote to the Fellowship Program
5. Personable
6. Accessible to the Fellows
7. Knowledge of technology (Webinars, forums, email, conference calls)

**APPLICATION PROCESS:**

Applicants who are interested in being considered for the ACTE Region V Fellowship Coordinator position should send a letter with the following information:

1. Indication of interest in position
2. What experience and expertise you will bring to the position
3. Your availability to work regularly with the ACTE Region V Policy Committee and attend the ACTE Region V Conference and the ACTE VISION Convention.
4. Attach your resume to the letter