

## Fellowship Coordinator

### SUMMARY OF RESPONSIBILITIES:

The Fellowship Coordinator is responsible for overseeing and implementing the ACTE National Leadership Fellowship Program. Facilitates all Fellowship Program activities, maintains monthly contact with the Fellows, coordinates mentorship and personally provides mentorship to the Fellows, and pursues the option of college credit for the Program. The Fellowship Coordinator will also work with ACTE staff to set up meetings and conference calls for the Fellows, report to the ACTE Board of Directors on the status of the program, and attend NPS and the ACTE CareerTech VISION.

Fellowship Coordinators are asked to commit to a two (2) year term to provide consistency in the program. At the end of their term, the Fellowship Coordinator may reapply. It is not guaranteed that the Fellowship Coordinator will be selected again; a call for applications will still go out to the general membership every two years. The call for applications will go out a year prior to the scheduled vacancy.

The Fellowship Coordinator is also responsible for serving as a mentor to the “Fellowship Coordinator Elect” during their outgoing year.

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### 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. Semi-monthly conference calls (in addition to the book discussions and leadership presentations) or email updates would be useful.
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.

### EXPERIENCE, SKILLS AND QUALIFICATIONS:

1. Strong communication skills
2. Leadership experience (State/National Board experience preferred)

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)
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#### **APPLICATION PROCESS:**

Applicants who are interested in being considered for the 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 staff and attend the ACTE National Policy Seminar and CareerTech VISION
4. Attach your resume to the letter

Please send applications to Lauren Lessels at [llessels@acteonline.org](mailto:llessels@acteonline.org) by the date listed on the ACTE Website Applications will be reviewed by the ACTE Executive Committee.