

# CIVIC FELLOWSHIP PROGRAM



*Gain valuable work experience in local government & positively impact our community*

The City of Woodland has established a paid summer fellowship program for individuals early in their career seeking public service experience. This program invests in our local workforce and fosters passion for careers in the public sector. During the eight-week program, fellows will work within a city department and participate in program-wide activities. Typical work hours are 8:00 am - 5:00 pm, Monday through Friday.



## ELIGIBILITY REQUIREMENTS

- 2+ years of high school education
- Be eligible to work in the U.S.
- Some departments may require experience, or possession of a valid CA Driver's License. See project descriptions on backside.
- Must demonstrate a desire to pursue a career in the public sector
- Local Woodland knowledge is preferred

## **\$** SALARY

*\$19 - \$24 dependent on experience.*

## QUESTIONS?

 [amanda.portier@cityofwoodland.org](mailto:amanda.portier@cityofwoodland.org)



## PROGRAM TIMELINE

- April 19 (5:00 pm) – Application Closes
- Early May – Interviews
- End of May – Notifications Sent
- June 19 – Program Begins
- August 11 – Program Ends
- August 15 – City Council Presentation

## HOW TO APPLY

Scan the QR code or visit  
[www.calopps.org/city-of-woodland](http://www.calopps.org/city-of-woodland)



# PROJECT DESCRIPTIONS

## **Information Technology (IT) Network Analyst, Administrative Services**

*The IT Fellow will learn the fundamentals of networking including wired and wireless technologies. In addition, the fellow will conduct wireless signal surveys of City Facilities, interpret the survey data, recommend changes to existing access point placement and/or configuration, and report their findings. Prior wireless signal survey experience is not required.*

## **Communications and Sustainability Analyst, Office of Equity, Engagement, Economy, & Environment**

*The City Manager's Office Fellow will work in the Office of Equity, Environment, Economy, and Engagement to develop a communications toolkit for Council Members, lead a video project to highlight Woodland staff members, and research grant funding/implementation opportunities for a Woodland Bike Loop.*

## **Public Education Specialist, Community Development – Planning Division**

*The Planning Fellow will create public interfacing guidance documents. Depending on the timing of the code update, the fellow may assist with the preparation of public meetings for the Public Review Zoning Code. The ideal candidate is a college upperclassmen in a public policy, planning, or environmental design-related program with strong design and writing skills. Must commit to a 12-month term and will transition to part-time after the 8-week fellowship. Possession of a valid California Driver's License is required.*

## **Public Education and Grants Specialist, Fire**

*The Fire Department Fellow will work with the City Fire Marshal to create a Public Education Toolkit for City Staff, organize and refresh materials in Emergency Operation Centers, assist with analysis of inspections, and research strategic grant funding opportunities. Possession of a valid California Driver's License is preferred.*

## **Diversity, Equity, and Inclusion Analyst, Community Services Department (CSD)**

*The CSD Fellow will review City of Woodland demographics and create surveys to assess the diversity of summer program participants as well as temporary summer staff. They will then analyze data from the surveys, prepare reports, and present findings to CSD staff. Possession of a valid California Driver's License is required.*

## **Communications and Outreach Specialist, Police Department**

*The Police Department Fellow will support National Night Out (NNO) through event communications, volunteer recruitment, and registration. Additionally, the fellow will review the Police Department website and develop additional recruitment and outreach strategies for the Youth Police Advisory Council. Possession of a valid California Driver's License is preferred.*

## **Maker Camp Leader, Library**

*The Library Fellow will run the day-to-day operations of Maker Camp in Square One, a summer camp focused on STEM activities for youth. This will involve creating weekly themes, choosing activities, compiling supply lists and purchase requests, and directing campers and support staff through daily activities. The ideal candidate is a college graduate or college student nearing completion and looking for experience teaching in STEM.*

## **Strategic Policy Analyst, Public Works**

*The Public Works Fellow will organize and analyze existing policies, recommend policy updates, work with Human Resources and the City Attorney to explain and implement their recommendations, and make updated policies available to all Public Works staff. The ideal candidate studies or has experience with Human Resources, Public/Business Administration, or a closely related field. Possession of a valid California Driver's License is preferred.*