The E.W. Gordon Supplementary Education Initiative
AmeriCorps Fellows Program 2009-2010

AmeriCorps Fellow Job Description

Organization: Institute for Urban and Minority Education
Project Title: My Green Harlem
Project Site: Institute for Urban and Minority Education
Project Director: Veronica Holly
Start Date: Early September 2009
Project Length: 17 Weeks
Job Title: Program Developer

Project Description:
The Institute for Urban and Minority Education (IUME) would like to encourage the development of environmentally friendly supplementary education projects that can be easily adopted and implemented by Harlem area community organizations serving children, youth and families. Open to Teachers College graduate students only, My Green Harlem gives Fellows the opportunity to design their very own green community project, while IUME provides guidance and works to solidify community partners for the Fellow. All k-12 proposed projects must take place during the out of school time hours, and fellows must dedicate a minimum of 14 hours per week for planning and implementing of their project. Criteria for green projects:

- Projects must be managed directly by the Fellow and take place within 17 weeks.
- Projects must be connected to a not for profit organization serving educational programming to children and youth and or families.
- Projects must include a comprehensive planning period (4-6 weeks).
- Fellow will be required to write a 5-7 page research brief (reviewed by Fellow’s advisor) on the importance of environmental education programs in urban areas.

Fellows interested in developing their own green project must submit a project proposal to IUME no later than August 15th, 2009, and should include:

- A cover letter;
- A description of the project (to include intended outcome, detailed planning phase and program components);
- Intended target population and plan of outreach;
- Proposed community partner organizations / schools;
- A theory of change/ logic model outline of project (to include inputs, outputs and outcomes); and
- A 16 week project schedule of activities.

Skills and Qualifications:
Students interested in developing a My Green Harlem project should:

- Have experience coordinating community projects.
- Have experience working in out of school time programs.
- Should be well organized with great attention to detail.
- Be able to take initiative and collaborate with others.

Additional Information:
The Assistant Director of IUME will provide supervision of this project. The project office space will be located at the Institute for Urban and Minority Education - Gordon Campus of Teachers College, Columbia University. Students interested in applying for this community project should send a cover letter and resume to: Veronica Holly, Assistant Director, IUME. Via email: holly@te.edu by deadline date: 8/15/2009.