



PHILADELPHIA
Public Service Fellows



City of
Philadelphia



2026-2027
FELLOWSHIP POSITIONS

Dear potential candidates,



PHILADELPHIA
Public Service Fellows

The Philadelphia Public Service Fellowship is a launch pad for your public service career! Join a cohort of mission-driven, emerging leaders to develop new skills and deepen your strengths to advance systems-level change and improve economic mobility in Philadelphia.

Fellows are embedded within city departments to build capacity for data and equity-focused initiatives that strengthen economic resilience for all Philadelphians. You'll serve 30 hours per week for 9 months, September 8, 2026 – May 28, 2027, on a specific project with a host department.

In this guide, you'll find detailed descriptions of each project to help you identify the fellow track and/or focus area that speaks to you.

As a fellow, you will not only support critical City initiatives, but you'll also gain meaningful exposure, mentorship, and skills that position you for a long-term career in public service.

What makes our program unique is the dedicated support and services that fellows receive from our staff team. Through a curated cohort experience, you'll learn with and from subject matter experts, access a broad collection of professional development resources and services, and receive individualized coaching and structured supports to help you define and attain your career goals.

We're excited to welcome the inaugural cohort of Philly Fellows this fall! Don't miss your chance to join us – **apply today!**

Sincerely,

Arielle Greenwald

Arielle Greenwald
Director, Philadelphia Public
Service Fellowship

About the Fellowship

The **Philadelphia Public Service Fellowship (Philly Fellows)** provides a testing ground for new economic mobility initiatives and develops a new generation of public servants. Fellows serve in City departments and increase department capacity for City initiatives that address the root causes of poverty and increase access to economic mobility for all Philadelphians.

Philadelphia Public Service Fellows will support their projects through a specific set of goals and activities that align with a fellowship track and focus area.

[Read more about the fellowship tracks.](#)

Fellowship tracks:

- Outreach & Engagement
- Program Coordination
- Partnership & Resource Development
- Research & Analysis

Focus areas:

Projects in the **Data & Systems for Equity** focus area align strategy and systems to collect, analyze, and interpret data through the lens of fairness and inclusion; incorporate equitable engagement practices to dismantle systemic barriers and foster inclusive growth.

Projects in the **Education Access & Career Readiness** focus area build sustainable, accessible pathways to family-sustaining careers and enhance access to services and resources that contribute to improved educational outcomes.

Projects in the **Healthy Communities** focus area increase access to stable housing, food security, public services and benefits, and people-centered and safe built environments which improve social and physical determinants of health.

Each project has a specific long-term goal, and each fellow position description has a distinct set of milestones and activities unique to the project year. A common thread across all projects is a focus on capacity building and equitable and sustainable solutions for economic mobility. Capacity building activities can include, but are not limited to:

→ Creating tools, systems and guides like databases, policy briefs and marketing materials

Generating resources through partnerships, volunteers and/or grant-writing

Developing, organizing and/or assessing programs, events and/or meetings

Supporting, establishing, or strengthening cross-departmental & cross-sector partnerships

Designing and implementing feedback and evaluation tools; synthesizing and analyzing data and/or research

Benefits and Requirements

Fellowship term:

9 months, September 8th, 2026 – May 28, 2027

Program Benefits:

- Fellows make \$20 per hour while serving 30 hours per week, for a full salary of up to \$22,800 during service
- \$4,000 bonus for completion
- 80+ hours of professional development with subject matter experts
- Up to \$250 per fellow for additional professional development
- Dedicated supervisor in host city department
- Access to public sector networks and career opportunities

Philadelphia Public Service Fellow positions are **entry-level**, meaning there are plenty of opportunities for growth within the role. We encourage **all** to apply, even and especially if you feel “underqualified.” Studies show that people with marginalized identities - including women, LGBTQ+ folks, and people of color - are less likely to apply to positions unless they meet every listed qualification.

As part of our commitment to equity and diversity, Philadelphia Public Service Fellows seeks to develop fresh perspectives in the form of new hires with varied and complex life and work experiences. We deem all experience relevant and encourage all applicants to apply.

We look forward to reviewing your applications!



Program Requirements:

- At least 21 years of age
- High School Diploma or GED
- Pass a criminal background check (if selected)

At the end of the 9-month Philadelphia Public Service Fellowship, fellows will learn:

- Project management tools
- Systems and process design
- Public speaking, presentation skills & professional networking
- Data-driven storytelling
- How to draft professional reports & other publications
- To build professional resilience & adaptability
- Critical thinking & strategic problem solving
- Challenge the validity of assumptions and assess knowledge, understanding and beliefs
- Equitable Engagement Strategies
- Various qualitative and quantitative research methods

How to use this guide

In our application, you will have the option to select your preferred fellow track(s) and focus area(s). Each project page begins with the overall scope of the project. This includes what will be accomplished during the two-year span of the project, not what will be accomplished by one fellow during the 9-month fellowship.

The preferred skills are the abilities that are unique to each project to maximize fellow success. Although you may not identify with every preferred skill for each project, we encourage you to reflect on your own skills and strengths when applying. You can find the full list of preferred skills below.

- Ability to/eager to learn how to communicate with diverse audiences.
- Accountability
- Being detail oriented
- Care & passion/drive to improve outcomes for Philadelphians
- Comfort with using technology & learning new systems
- Creating and engaging in intentionally inclusive environments
- Critical thinking & strategic problem solving
- Empathy
- Learning how to proactively prepare for and address challenges
- Learning new ways of thinking & doing
- Making substantive/impactful change through your work
- Partnership development & stewardship
- Patience for people & systems
- People centered process improvement
- Project management
- Research, data collection & analysis
- Willingness to engage in difficult conversations about systemic oppression
- Willingness to own one's work; confidence in one's own ideas & decisions
- Working collaboratively with staff and residents

When applying, here are some tips to help you be successful:

- Read our resources provided on fellow tracks and focus areas before selecting your choice(s)
- Read the project guide to identify projects that interest you
- Take time to reflect on your skills and experience before making your selections
- Update your resume to showcase your skills and experience that align with the fellow track(s) you intend to select on your application
- Draft your short answer responses and personal statement before submitting them

If you have any questions, please reach out to phillyfellows@phila.gov.

Consider applying to be a Philadelphia Public Service Fellow!
See our full application and interview timeline below.

<p>May 4 – June 4, 2026</p>	<p>Application Period</p>	<p>Applications are reviewed on a rolling basis. Applications close at 11:59pm on June 4, 2026.</p>
<p>May 8 – June 12, 2026</p>	<p>First-Round Interviews</p>	<p>If you are selected for a first-round interview, you will receive an interview request from a Philly Fellows team member. The first round will conclude by the end of the day on June 12, 2026.</p>
<p>June 22 – July 24, 2026</p>	<p>Second-Round Interviews</p>	<p>If you are selected for a second round interview with host sites, you may receive interview requests from project supervisors as early as June 22. Second round will conclude by the end of the day on July 24, 2026.</p>
<p>July 8 – July 25, 2026</p>	<p>Feedback Forms</p>	<p>If you complete at least one second-round interview, you will receive a feedback form. You must complete the feedback form by no later than July 25 to be considered for a placement.</p>
<p>July 30 – August 12, 2026</p>	<p>Offers</p>	<p>Offers will be made on a rolling basis. In most cases, if you receive an offer, you'll have 2-5 business days to accept or decline.</p>
<p>September 8, 2026</p>	<p>First Day!</p>	<p>We'll start the fellowship with 4 days of orientation, beginning on Tuesday, September 8, 2026.</p>

Apply now!

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Questions? Call or email us at:

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Outreach & Engagement Fellow

Outreach & Engagement Fellows will serve as vital community connectors, implementing creative outreach strategies to build meaningful relationships with local residents and organizations. They'll manage social media campaigns, organize community events, create engaging content for newsletters and fliers, conduct presentations at schools and community centers, and maintain databases of community contacts. Fellows will be instrumental in spreading awareness about City programs and services to ensure that messaging reaches those who need it most.

Outreach & Engagement Fellows will receive comprehensive training in community engagement strategies, public speaking, social media management, and cultural competency. Initial training includes shadowing experienced staff and participating in outreach efforts. As fellows build confidence and skills, they'll gradually take ownership of their work while having regular check-ins with their supervisors.

While previous outreach experience is welcome, we value candidates who demonstrate genuine interest in connecting with diverse communities, creativity in problem-solving, and willingness to learn. Basic computer skills are helpful, but most importantly, we seek individuals who are organized, reliable, and eager to develop professional communication skills.



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City College of Municipal Employment (CCME) Workforce Fellow

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Education Access & Career Readiness

By the end of the two-year project scope, the City College for Municipal Employment (CCME) Workforce Fellow will increase awareness of CCME programs and improve access to City government jobs for special populations of high need in Philadelphia, including the adult education, re-entry, and youth populations. The fellow will build capacity by identifying potential job roles for these specific populations, identifying potential funding sources, and developing a mechanism for multimedia storytelling along with a storytelling implementation plan.

In an average week, the fellow will:

- Conduct research among peer cities that have lead similar programs to identify programmatic funding opportunities and best practices.
- Develop strategies for ongoing engagement with youth, adult learners, and individuals in re-entry to promote CCME workforce readiness and upskilling opportunities.
- Identify events to expand outreach and engagement for CCME participants and programs.
- Create compelling content and manage social media campaigns to increase awareness of CCME programs to residents.

Preferred skills:

- Ability/eager to learn how to communicate with diverse audiences
- Critical thinking & strategic problem solving
- Detail oriented
- Making substantive/impactful change through your work
- Partnership development & stewardship
- Patience for people & systems
- Research, data collection & analysis
- Working collaboratively with staff and residents

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Food Services Engagement Fellow

OFFICE OF HOMELESS SERVICES

Healthy Communities

By the end of the two-year project period, the Food Services Engagement Fellow will strengthen a robust free meal provider network to expand resident access to food services. This network will provide opportunities for information and resource sharing, collaboration and coordination to improve rapid response services and expand the breadth and depth of services for residents. The fellow will build organizational capacity by building and maintaining an outreach tracking system, identifying and designing successful network connection and communication strategies, supporting Food Access Collaborative convenings, and onboarding new partners. These outcomes will support free meal providers in expanding and improving service delivery.

In an average week, the fellow will:

- Create communication and outreach plans to identify and engage with free meals providers in Philadelphia.
- Identify new opportunities for community partnerships and provide a written recommendation to colleagues in the Food Services Unit.
- Re-establish regular communication with previously established community partners to provide updates about our programs, resources, and trainings.
- Attend and table at community events; facilitate trainings for community members and partners.

Preferred skills:

- Ability/eager to learn how to communicate with diverse audiences.
- Care & passion/drive to improve outcomes for Philadelphians
- Comfort with using technology & learning new systems
- Critical thinking & strategic problem solving
- Learning new ways of thinking & doing
- Partnership development & stewardship
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Vision Zero Fellow

OFFICE OF TRANSPORTATION AND INFRASTRUCTURE SYSTEMS:
OFFICE OF MULTIMODAL PLANNING

Healthy Communities

By the end of the two-year project scope, Vision Zero aims to eliminate traffic fatalities and serious injuries by 2030. The Vision Zero Fellow will develop an evaluation plan to support the execution and reach of the Safer People action items in the Vision Zero Action Plan. The Safer People action items focus on fostering a culture of safety in Philadelphia communities. The fellow will expand the breadth and depth of student and community engagement efforts for the Vision Zero Program, increasing the reach and effectiveness of two key programs, Safe Routes Philly, the City's youth traffic safety initiative, and Vision Zero education about safe travel behavior. The fellow will design a structure for evaluating the Safer People action items connected to these goals, including implementation and impact assessments.

In an average week, the fellow will:

- Visit existing Safe Routes Philly schools; attend Walk to School Day in October and Bike to School Day in May.
- Support the creative development of public-facing Vision Zero educational materials. Provide support to the cross-departmental Safer People subcommittee quarterly meetings.
- Support outreach events to share information with community members about Vision Zero goals, changes coming to their neighborhood, and how they can support Vision Zero.
- Observe and evaluate current volunteer experiences, particularly with school outreach, on behalf of Safe Routes Philly.

Preferred skills:

- Ability/eager to learn how to communicate with diverse audiences
- Accountability
- Care & passion/drive to improve outcomes for Philadelphians
- Creating and engaging in intentionally inclusive environments
- Critical thinking & strategic problem solving
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Partnership & Resource Development Fellow

Partnership & Resource Development Fellows will contribute to organizational growth by supporting financial resource development, relationship-building, and strategic planning efforts. They'll assist with stakeholder engagement, maintain contact databases, steward partnerships, and support grant proposals and reporting processes. Fellows will learn to employ strategic planning tools, how to identify potential partnerships and funding opportunities, and help nurture existing relationships.

Partnership & Resource Development Fellows receive comprehensive training in partnership management and stewardship, public speaking, database systems, and coordination strategies. Training begins with shadowing experienced staff and gradually transitions to handling relationships and grants. Regular check-ins and mentoring sessions ensure that independence grows as skills increase. Fellows will develop confidence in strategic planning, partnership & resource development while having proper support.

While previous stewardship or grant writing experience is welcome, we value candidates who demonstrate genuine interest in connecting with diverse communities, demonstrate interpersonal confidence and enthusiasm for building relationships, and a willingness to learn.



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City Digital Navigator Program Fellow

OFFICE OF INNOVATION AND TECHNOLOGY

Data & Systems for Equity

By the end of the two-year project scope, the Office of Innovation & Technology's (OIT) City Digital Navigator Program Fellow will empower low-income Philadelphia households by increasing access to home internet, digital devices, and digital skills classes. The fellow will increase OIT's capacity to launch the City Digital Navigator Program by crafting and executing an implementation plan, and designing systems, materials, and resources for partner outreach and onboarding. The fellow will also develop and utilize evaluation tools to assess the program's effectiveness and incorporate feedback to improve service-delivery and achieve program outcomes.

In an average week, the fellow will:

- Create and analyze qualitative surveys and observational research to understand the gaps between available Digital Navigator services and community needs.
- Identify and update community assets, resources, and services, which can include local leaders or partner organizations.
- Complete program impact assessments and report findings to residents and non-profit partners
- Develop a strategic plan that details key areas for improvement, sustainable practices, standardized processes, and tools to increase effectiveness of the City Digital Navigator Program, including laptop distribution procedures and phone banking scripts.
- Assist in planning, improving, and executing the Digital Navigator program, including device logistics for distribution events.

Preferred skills:

- Accountability
- Care & passion/drive to improve outcomes for Philadelphians
- Comfort with using technology & learning new systems
- Critical thinking & strategic problem solving
- Learning how to proactively prepare for and address challenges
- Learning new ways of thinking & doing
- Willingness to own one's work; confidence in one's own ideas & decisions
- Working collaboratively with staff and residents

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Data and Performance Management Fellow

OFFICE OF DIVERSITY, EQUITY, AND INCLUSION

Data & Systems for Equity

The Data and Performance Management Fellow in the Mayor's Office of Diversity, Equity, and Inclusion will strengthen the office's capacity as it evolves into its next era within the City government. The fellow's efforts will operationalize ODEI's strategic role in advancing collaboration, sustaining partnerships, and supporting systems that enable long-term planning and implementation, including the city's approach to demographic data collection. By the end of the fellow's term, ODEI will have improved its ability to support departments in applying data-informed practices, maintaining strategic partnerships, and advancing initiatives that enhance performance and outcomes for residents.

In an average week, the fellow will:

- Assess existing DEI data collection guide to understand best practices for data use.
- Connect with City departments that have conducted public or community surveys to document best practices for equitable data collection, engagement, and application.
- Conduct research among peer cities within the Government Alliance on Race and Equity (GARE) network and local organizations to identify best practices, program models, and data-informed strategies that improve service delivery and resource coordination.
- Develop a strategic plan outlining key areas for improvement, sustainable practices, standardized processes, and tools to increase effectiveness across City government.
- Create opportunities for partners and stakeholders to convene, share resources, and strengthen collaboration across City departments and community organizations.

Preferred skills:

- Care & passion/drive to improve outcomes for Philadelphians
- Creating and engaging in intentionally inclusive environments
- Learning how to proactively prepare for and address challenges
- Making substantive/impactful change through your work
- Partnership development & stewardship
- People centered process improvement
- Research, data collection & analysis
- Working collaboratively with staff and residents

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Office of Immigrant Affairs Welcoming Network Fellow

OFFICE OF IMMIGRANT AFFAIRS

Data & Systems for Equity

By the end of the two-year project scope, the Office of Immigrant Affairs' Welcoming Network fellow will strengthen the network of providers working to welcome immigrants, refugees, and asylum seekers to improve collaboration and service delivery. The fellow will build capacity by developing and sustaining strong relationships within the coalition of providers, establishing structures and systems for communication and collaboration, implementing opportunities for receiving and incorporating community feedback.

In an average week, the fellow will:

- Research best practices & programs deployed by local organizations and peer cities to present analysis and recommendations to the Steering Committee and Action Teams.
- Develop relationships with stakeholders, vendors, and/or partners the community can utilize, and create a space for partners to come together to create resources at the Welcoming Networks second Action Team Project, the Immigrant Wellness Symposium in Fall 2026.
- Convene groups through info sessions, program launches and general meetings to identify and work collectively towards shared goals & purpose.
- Design a community engagement process that will include office partners such as Welcoming Network Project, Mayor's Commission on African and Caribbean Immigrants Affairs, Mayor's Commission on Asian and Pacific Americans and more.

Preferred skills:

- Ability to learn how to communicate with diverse audiences
- Creating and engaging in intentionally inclusive environments
- Detail orientated
- Partnership development and stewardship
- People centered process improvement
- Project management
- Willingness to engage in difficult conversations about systemic oppression
- Willingness to own one's work

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Health and Human Services (HHS) Healthcare Access Fellow

MANAGING DIRECTOR'S OFFICE

Healthy Communities

Health and Human Services (HHS) portfolio envisions a Philadelphia where vulnerable residents have access to healthcare coverage and services. The HHS Healthcare Access Fellow will build capacity by working closely with staff in HHS, the Office of Community Empowerment & Opportunity, and cross-departmental work groups to prepare and implement a plan to respond to federally mandated Medicaid work requirements.

In an average week, the fellow will:

- Expand HHS's presence in intergovernmental collaboration through increased presence at meetings, townhalls, webinars, and other events.
- Develop accessible public and partner-facing materials in at least 3 mediums (web, print, & video) and coordinating the translation of materials into at least 3 languages, in order to broaden outreach and education regarding Medicaid work requirements
- Gather feedback from front-line City staff and community organization stakeholders about what they are hearing from impacted residents in order to adapt messaging and materials as needed.
- Provide community members with information about Medicaid changes and services to help them navigate their access to healthcare services

Preferred skills:

- Ability/eager to learn how to communicate with diverse audiences.
- Accountability
- Care & passion/drive to improve outcomes for Philadelphians
- Partnership development & stewardship
- Patience for people & systems
- People centered process improvement
- Project management
- Willingness to own one's work; confidence in one's own ideas & decisions

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Program Coordination Fellow

Program Coordination Fellows will be at the heart of program operations, supporting vital community initiatives. They'll co-create and execute programs, coordinate with stakeholders, track progress, design feedback tools, and manage event logistics. Fellows will also support documentation efforts, assist with grant reporting, and help ensure smooth program delivery. Fellows will gain practical experience while contributing to meaningful initiatives.

Program Coordination Fellows will receive comprehensive training in project management tools, database systems, and coordination strategies. Training begins with shadowing experienced staff and gradually transitions to handling specific program components. Regular check-ins and mentoring sessions ensure that fellows develop confidence while having proper support. Independent project management increases as skills grow.

Previous coordination experience is not required, but strong communication and organizational skills along with basic computer proficiency are helpful. Most importantly, we want someone eager to learn and grow in a dynamic environment.



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Consumer Protection Engagement Fellow

OFFICE OF COMMUNITY EMPOWERMENT & OPPORTUNITY

Data & Systems for Equity

By the end of the two-year project period, the Consumer Protection Engagement Fellow will have supported the reconstitution of the Consumer Protection Taskforce (CPT), assisted in developing a communications toolkit and train-the-trainer curriculum for city departments and partner organizations, and supported CEO and Law in identifying Consumer Protection trends. The Fellow will build organizational capacity by supporting the CPT, researching elevated issues, designing shared training materials and resources for community education, and identify grassroots organizations who can reach residents where they are. These efforts will strengthen both Taskforce workflow and resident knowledge regarding consumer protection.

In an average week, the fellow will:

- Research best practices and programs deployed by local partners and peer cities involved in consumer protection work
- Meet with the National Consumer Law Center, the National Center for Fair Lending, Protect Borrowers, Consumer Financial Protection Center and other national organizations leading this work
- Take meeting notes for the Consumer Protection Task Force and analyze notes to identify priority areas and action items
- Draft topical research briefs for internal staff use to inform next steps
- Design a front-facing toolkit to share resources with residents

Preferred skills:

- Ability/eager to learn how to communicate with diverse audiences.
- Accountability
- Being detail oriented
- Care & passion/drive to improve outcomes for Philadelphians
- Critical thinking & strategic problem solving
- Learning new ways of thinking & doing
- Project management
- Research, data collection & analysis

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Career Pathways Fellow

MAYOR'S OFFICE OF EDUCATION

Education Access & Career Readiness

The Career Pathways Fellow in the Mayor's Office of Education will collaborate with education leaders to expand quality early credit opportunities including dual enrollment, Advanced Placement, Career and Technical Education programming that result in tangible postsecondary credentials for Philadelphia high school students. The project will build lasting infrastructure that will increase alignment between our K-12, higher education, and workforce partners, improving the supports for our students and ensuring successful outcomes.

In an average week, the fellow will:

- Assist in planning and executing programs and event logistics for early credit policy and practice pilots.
- Design a process for tracking feedback, progress and program successes related to project pilots and stakeholder convenings.
- Develop program implementation plans for early credit pilots incorporating feedback from early credit student participants.
- Plan and co-facilitate webinars and workshops related to early credit programming and best practices.
- Research best practices & programs deployed by local organizations and peer cities and report to the Early Credit Steering Committee and associated workgroups.

Preferred skills:

- Ability/eager to learn how to communicate with diverse audiences.
- Being detail oriented
- Creating and engaging in intentionally inclusive environments
- Partnership development & stewardship
- Patience for people & systems
- People centered process improvement
- Project management
- Working collaboratively with staff and residents

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Digital Skills Volunteer Program Fellow

OFFICE OF INNOVATION AND TECHNOLOGY

Education Access & Career Readiness

By the end of the two-year project scope, the Office of Innovation and Technology's (OIT) Digital Skills Volunteer Program Fellow will increase digital skills training opportunities for low-income Philadelphian households by designing systems that support the volunteers who facilitate these training opportunities and leveraging public-facing City spaces through high-priority partnerships with Parks and Recreation, the Free Library, and Adult Education locations. The fellow will build capacity for OIT to launch this program by identifying and aligning tools, collecting data, developing marketing materials, and creating workflow processes that enable volunteers to sign up, get training and orientation, and be matched at a local site to provide digital skills programs.

In an average week, the fellow will:

- Create processes and plans for recruiting, training, and day of support for Power Up Tech Corps members who are volunteering at any OIT laptop distribution events.
- Develop program implementation plan to recruit high school and college students into the Power Up Tech Corps
- Design a series of trainings for Power Up Tech Corps volunteers to become Lead Instructors in digital skills classes
- Plan, schedule and facilitate Power Up Tech Corps Orientations, Info Sessions, and additional training opportunities for Power Up Tech Corps members as they are developed or arise.

Preferred skills:

- Accountability
- Being detail oriented
- Care & passion/drive to improve outcomes for Philadelphians
- Comfort with using technology & learning new systems
- Critical thinking & strategic problem solving
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Philly Reading Coaches (PRC) Volunteer Coordination Fellow

OFFICE OF CHILDREN AND FAMILIES

Education Access & Career Readiness

By the end of the two-year project period, Philly Reading Coaches will have sustainable volunteer recruitment, training, and partnership systems that support effective literacy programming in schools and communities, ready to actively engage families, providers, and volunteers. The Volunteer Coordination Fellow will build organizational capacity by developing criteria to vet partner sites based on readiness and engagement; creating neighborhood-informed volunteer recruitment strategies; formalizing community partnerships; and developing standardized volunteer training and onboarding materials. These outcomes will benefit K–3 students, families, schools, volunteers, and PRC staff by improving program consistency, sustainability, and impact.

In an average week, the fellow will:

- Research best practices related to partnership readiness and volunteer-supported literacy programming.
- Pilot site-vetting criteria with a subset of current or prospective sites and analyze results.
- Assess current volunteer recruitment, onboarding, and training practices to identify gaps and opportunities.
- Research and pilot at least one targeted, neighborhood-informed volunteer recruitment strategy aligned with vetted partner sites.
- Develop standardized volunteer onboarding and training materials to support consistent program implementation.

Preferred skills:

- Accountability
- Being detail oriented
- Comfort with using technology & learning new systems
- Critical thinking & strategic problem solving
- Patience for people & systems
- People centered process improvement
- Project management
- Working collaboratively with staff and residents

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Food Security Initiatives Fellow

OFFICE OF CHILDREN AND FAMILIES

Healthy Communities

By the end of the two-year project period, the Food Security Initiatives Fellow will have incorporated best practices and improvements, identified through the three-year evaluation completed in June 2026, to create functional and accessible systems that improve food security initiatives at schools, including recruiting and training volunteers to support the work. The Fellow will build organizational capacity by improving upon existing systems for getting food to families by making the most of available technologies, designing new and improving existing systems for recruiting and retaining caregiver and neighbor volunteers and building upon existing strategies to increase awareness of food security initiatives for school families.

In an average week, the fellow will:

- Develop program implementation plans based on results of the Community Schools Food Security Initiatives Evaluation for each school including researching best practices and programs deployed by local organizations and peer cities.
- Craft educational training materials to support schools in making improvements to their food security initiatives.
- Plan and co-facilitate webinars and workshops for Community Schools staff.
- Design a process for tracking feedback from community school staff and program participants to see if initiatives are meeting the needs of students and families.
- Build a framework and plan to recruit volunteers and interns including parents and caregivers.

Preferred skills:

- Ability/eager to learn how to communicate with diverse audiences.
- Being detail oriented
- Creating and engaging in intentionally inclusive environments
- Critical thinking & strategic problem solving
- Patience for people & systems
- People centered process improvement
- Project management
- Working collaboratively with staff and residents

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Housing Insecurity and Poverty Policy Fellow

HEALTH AND HUMAN SERVICES, MANAGING DIRECTOR'S OFFICE

Healthy Communities

By the end of the two-year project scope, the Managing Director's Office for Health and Human Services' (MDO-HHS) Housing Insecurity and Poverty Policy fellow will implement and improve the service-delivery of two programs that prevent housing insecurity through policy, with a specific focus on low-income populations which may have experienced water insecurity or have interacted with the criminal justice system. The fellow will build capacity by collaborating with the Department of Public Health, the Office of Community Empowerment and Opportunity, and the Office of Criminal Justice, to develop and document a strong implementation, evaluation and sustainability plan for each program.

In an average week, the fellow will:

- Assist in planning and executing continued program rollout for Criminal and Juvenile Justice Debt Relief by engaging in policy discussions about new and existing referral sources, eligibility, and sustainability of the program.
- Craft educational materials for other jurisdictions who may want to implement utility security policies similar to those in Philadelphia.
- Contribute to a plan that details key areas for improvement, sustainable practices, standardized processes, and tools to increase effectiveness of water security and utility security more broadly in Philadelphia.
- Develop program implementation plans around non-water utility (gas, electric) security plans in Philadelphia, based on existing water security policies and practices.

Preferred skills:

- Accountability
- Care & passion/drive to improve outcomes for Philadelphians
- Comfort with using technology & learning new systems
- Critical thinking & strategic problem solving
- Partnership development & stewardship
- People centered process improvement
- Project management
- Willingness to own one's work; confidence in one's own ideas & decisions

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Research & Analysis Fellow

Research & Analysis Fellows will dive into the exciting world of research and analysis, working with datasets to uncover meaningful insights and researching best and promising practices from peer cities. They'll help collect data, create visualizations, prepare reports, and develop data-driven recommendations. Fellows will learn various research and analytical tools, maintain databases, and support decision-making through data analysis.

Research & Analysis Fellows receive comprehensive training in research strategies, data analysis tools and visualization software. Training starts with fundamentals and gradually progresses to more complex analyses. Regular check-ins and mentoring sessions ensure appropriate skill development, with fellows taking on more independence as expertise grows.

While previous research or analysis experience is valuable, we primarily look for candidates who demonstrate strong analytical thinking and commitment to learning. Basic computer knowledge is helpful, but we'll provide training in specific tools and practices.



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Community Engagement & Neighborhood Data Collection Fellow

DEPARTMENT OF COMMERCE

Data & Systems for Equity

The goal of the Department of Commerce's Community Engagement & Neighborhood Data Collection project is to improve safety and generate wealth in communities and centralize resources for Philadelphia businesses. By the end of the two-year project scope, the fellow will build capacity by creating a data guidebook that features a set of best practices and standard operating procedures for collecting, tracking, and analyzing data and by designing, executing, and analyzing qualitative surveys and additional data collection methods to incorporate feedback and implement improvements for the Targeted Storefront Improvement Program (TSIP) and the Storefront Improvement Program (SIP).

In an average week, the fellow will:

- Design and conduct qualitative surveys, interviews, and additional data collection methods. Analyze data collected to compare TSIP and SIP metrics and evaluate program effectiveness.
- Review and track both commercial corridor property vacancy data and TSIP/SIP comparison data to identify trends and to identify inaccuracies and ensure completeness.
- Update data dashboards and transform raw data using ArcGIS Pro and use QuickBase to monitor and maintain TSIP and SIP dashboards.
- Analyze qualitative surveys and additional data to better understand departmental needs and provide actionable recommendations, in collaboration with Commerce staff.

Preferred skills:

- Being detail oriented
- Care & passion/drive to improve outcomes for Philadelphians
- Comfort with using technology & learning new systems/platforms
- Creating and engaging in intentionally inclusive environments
- Critical thinking & strategic problem solving
- People centered process improvement
- Research, data collection & analysis
- Working collaboratively with staff, partners, and residents

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Language Access Development Fellow

OFFICE OF IMMIGRANT AFFAIRS

Data & Systems for Equity

By the end of the two-year project scope, the Office of Immigrant Affairs' Language Access Development project will increase knowledge, access and understanding of Philadelphia's language access needs and resources by developing a digital "Toolbox" for city employees and community members who utilize language access services. The fellow will build capacity by creating a standard process for engaging in quantitative and qualitative data collection methods and by co-designing, implementing and evaluating the tools that make up the Language Access toolbox.

In an average week, the fellow will:

- Collect and manage quantitative and qualitative data related to the efficacy of the Language Access Toolbox.
- Support in developing data systems to track and analyze Toolbox usage and needs.
- Research existing support, opportunities, and programs aimed at facilitating Language Access service provisions to identify gaps or promising practices in the project.
- Research similar program initiatives outside of Philadelphia and develop an overview of their history and operational model, for comparison and adoption of new practices.
- Utilize City resources including research that informs operations in areas of data trends, data processing practices and public engagement strategies to help hone the final Language Access Toolbox.
- Work with City staff to create reports for presentations on the Toolbox, including an overall project report for the community.

Preferred skills:

- Accountability
- Being detail oriented
- Comfort with using technology & learning new systems
- Creating and engaging in intentionally inclusive environments
- Critical thinking & strategic problem solving
- Learning how to proactively prepare for and address challenges
- Research, data collection & analysis
- Working collaboratively with staff and residents

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Riverfront North Partnership Fellow

RIVERFRONT NORTH

Data & Systems for Equity

By the end of the two-year project period, the Riverfront North Partnership Fellow will provide a baseline of data and identify reforestation priorities as Riverfront North Partnership (RNP) welcomes people back to a riverfront from which they have been disconnected for generations by heavy industry and an interstate highway. The Riverfront North Partnership Fellow will build organizational capacity by reviewing existing ArcGIS datasets to identify gaps and expand to include for entire 11-mile greenway, recommending a reforestation plan and designing a restoration and maintenance strategy. These efforts will inform long-term strategy for increasing the tree canopy on the greenway and creating a more accessible and comfortable park experience for residents.

In an average week, the fellow will:

- Research existing ArcGIS heat mapping and tree canopy data sets at Riverfront North Partnership
- Identify management zones (i.e. reforestation area, riparian work, meadows, wetlands); and conduct a tree inventory in reforestation areas.
- Create a report that analyzes data to determine cumulative impact of ecological restoration areas and communicate the impact through a presentation to Riverfront North staff.
- Develop a clear spatial representation of Riverfront North's areas of operations and identify specific landscape tracks and management zones.
- Begin to identify areas in Riverfront North to prioritize for ecological restoration and share recommendations.

Preferred skills:

- Accountability
- Being detail oriented
- Comfort with using technology & learning new systems
- Comfort in the outdoors and/or knowledge of basic plant and tree identification
- Critical thinking & strategic problem solving
- Learning new ways of thinking & doing
- Research, data collection & analysis
- Working collaboratively with staff and residents

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Small Business Data & Engagement Fellow

DEPARTMENT OF COMMERCE

Data & Systems for Equity

By the end of the two-year project scope, the Department of Commerce's Small Business Data & Engagement fellow will make data-informed programmatic improvements to our small business resources. The InStore Forgivable Loan and the Business Training and Assistance Program serves low to moderate income small business owners located in high poverty areas of the city. The Fellow will increase the capacity of both programs by gathering and analyzing data from program participants and loan recipients. The fellow will prepare recommendations based on their analysis to help improve program outcomes to strengthen business operations and generate wealth in communities.

In an average week, the fellow will:

- Research small business programs and services offered by other cities and regions to identify opportunities to enhance our own offerings. This includes analyzing successful and high-impact strategies that could be adapted and implemented to improve the programs and services we provide to entrepreneurs.
- Design and review surveys and other ways to collect feedback from business owners to help evaluate how well the program and services are working.
- Create, analyze, and review a data-driven approach to identify, analyze, and map small business owner's needs and resources across Philadelphia to inform program strategy and outreach.
- Analyze program data and feedback to help develop recommendations that improve the program and services offered for entrepreneurs. Make recommendations to improve the Business Training programs
- Share findings from data analysis with communications team to highlight the impact of the program with small business owner's testimonials. Assist with developing outreach materials.

Preferred skills:

- Comfort with using technology & learning new systems
- Confidence in one's own ideas & decisions
- Critical thinking & strategic problem solving
- Partnership development & stewardship
- Patience for people & systems
- Project management
- Research, data collection & analysis
- Willingness to own one's work

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Community Schools Initiatives Fellow

COMMUNITY SCHOOLS, MAYOR'S OFFICE OF EDUCATION

Education Access & Career Readiness

Community Schools are a partnership among the City of Philadelphia, the School District of Philadelphia, and school communities which aims to remove barriers to learning and support the success of each student. By the end of the two-year project scope, the Community Schools Initiatives Fellow will improve the efficiency and impact of the initiative for the students and families in Philadelphia's twenty Community Schools. The fellow will help increase capacity of Community Schools and the Mayor's Office of Education by evaluating the initiative implementation across schools, developing targeted goals and priorities, and providing recommendations for improvements, which will include systems and tools capable of being utilized across or tailored to multiple school-level contexts.

In an average week, the fellow will:

- Review recommendations for a data driven approach to identify and map out community information, assets, and needs in Community Schools PHL.
- Conduct focus groups and interviews to collect additional data related to effectiveness of strategy and community needs.
- Support Community School Coordinators in analyzing their data sets to develop goals and priorities.
- Engage in research activities to collect and synthesize best and promising practices in the community school strategy from peer cities and leading organizations.

Preferred skills:

- Being detail oriented
- Care & passion/drive to improve outcomes for Philadelphians
- Comfort with using technology & learning new systems
- Creating and engaging in intentionally inclusive environments
- Critical thinking & strategic problem solving
- People centered process improvement
- Research, data collection & analysis
- Willingness to own one's work; confidence in one's own ideas & decisions

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Infant & Toddler Homelessness Resource Fellow

DEPARTMENT OF BEHAVIORAL HEALTH AND
INTELLECTUAL DISABILITY SERVICES

Healthy Communities

By the end of the two-year project scope, the Infant and Toddler Homelessness Resource fellow will improve collaboration and communication between the Department of Behavioral Health and Intellectual Disability Services and providers at emergency and transitional housing sites and nearby Early Learning Centers for families with children ages 0-4. The fellow will build capacity by connecting with providers to develop and evaluate effective procedures that promote referrals with a focus on families with children aged 3-4 in Emergency and Transitional Housing.

In an average week, the fellow will:

- Assess existing agency referral systems for Emergency and Transitional Housing and Early Learning Centers.
- Conduct 1:1 interview with providers to understand how they track referrals and identify improvements to referral process
- Review and track referral data to identify trends and gaps in information. Complete additional research to understand the gaps between available services and family needs.
- Develop a set of recommendations and best/promising practices to improve referral procedures.
- Share recommendations with relevant stakeholders to inform which recommendations should be implemented

Preferred skills:

- Accountability
- Being detail oriented
- Comfort with using technology & learning new systems
- Critical thinking & strategic problem solving
- Learning how to proactively prepare for and address challenges
- Learning new ways of thinking & doing
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