



PULSE Partner Nonprofit Application

Cultivating a community of young servant leaders to transform Pittsburgh
www.pulsepittsburgh.org



PULSE invites talented university graduates to partner with Pittsburgh nonprofits for a year of service and leadership.

APPLICATION INSTRUCTIONS

Please **DOWNLOAD, OPEN, FILL, SAVE** and **EMAIL Partner Application with ADOBE ACROBAT to Chris Cooke, Executive Director at ccooke@pulsepittsburgh.org. YOU CAN'T SAVE IN BROWSER, DOWNLOAD!** Questions? – Email or call Chris at 412-361-0124. We look forward to journeying with you in this process.

ORGANIZATION INFORMATION

Please print or type:

Name of Organization

Mission of Organization

Website

Mailing Address

City

State

Zip Code

Street Address (if different)

City

State

Zip Code

Name of PULSE Fellow Direct Supervisor

Title

Telephone

Fax

Email

How did you find out about PULSE?

Current PULSE fellow
Name(s) _____
 PULSE alumnus
Name(s) _____
 Another PULSE partner nonprofit
Name(s) _____

PULSE website
 PULSE staff
 PULSE board member
Name(s) _____
 Flyer

Expected Population Served
(Check all that apply)

Children (birth to 9 years)
 Youth (10-23 years)
 Adults (24-55 years)
 Seniors (56+ years)

Position Description Service Area
(Check all that apply)

Arts
 Community/Neighborhood Development
 Education
 Environment
 Government
 Public Policy
 Social Services
 Health
 Labor
 Youth Development
 Other _____

Would this position work with vulnerable populations?
(persons under 18, persons 60 and older and/or with disabilities)

Yes No Unsure

Has your organization ever applied for a PULSE fellow?

Yes No If yes, when _____

Has your organization ever hosted a PULSE fellow?

Yes No If yes, when _____

Organization's budget (estimate ok): _____

Number of full time employees at your organization (estimate ok): _____

Name and Email of Person(s) who should receive electronic monthly invoice: _____

Name and Email of Person who coordinates/directs communication efforts at your organization: _____

Name and Email of Person filling out this form: _____

NEEDS/OUTCOMES

What are your organizational/staffing needs in the upcoming calendar year (Sept – July)?

What are the top three traits your organization is looking for in a new hire (i.e. self-starter, team player, hard worker, etc)?

What are the characteristics of your best people you've supervised?

What do you want to see accomplished by a PULSE fellow at the end of the eleven month nonprofit partnership with your organization?

How does the PULSE Fellow strategically address an unmet community need?

What unique value would the PULSE Fellow contribute to the community?

SKILLS

What is the required/desired knowledge, skills and abilities for the position?

What specific skills/talents are you looking for a PULSE Fellow to possess? Please check all that apply

- | | |
|--|---|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Writing Skills |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Researching Skills |
| <input type="checkbox"/> Adobe Illustrator/Photoshop | <input type="checkbox"/> Communication |
| <input type="checkbox"/> ArcGIS | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Programming: _____ | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Databases: _____ | <input type="checkbox"/> Sales |
| <input type="checkbox"/> Website/Blogs: _____ | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Accounting: _____ | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Mac | <input type="checkbox"/> Public Speaking |
| <input type="checkbox"/> Microsoft Windows | <input type="checkbox"/> Community Organizing |
| <input type="checkbox"/> Facebook/Twitter | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> IT | <input type="checkbox"/> Sports: _____ |
| <input type="checkbox"/> Language Mastery: _____ | <input type="checkbox"/> Arts: _____ |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

ADDITIONAL PARTNER REQUIREMENTS

(Y/N) Does the position require a vehicle? (Many use public transport)

Explain: _____

(Y/N) Does the position require the fellow to have their own computer? (Most have laptops)

Explain: _____

Additional requirements (i.e., Driver's License, Ability to lift 50 lbs., etc.)

PULSE REQUIREMENTS (PARTNER NONPROFIT & SUPERVISOR)

Please initial the following, agreeing to you and your organization's commitment to:

- Support PULSE fellow, providing them with professional mentorship, guidance and direction
- Serve as nonprofit partner liaison to PULSE
- Attend Nonprofit Partner Supervisor orientation meeting at the beginning of term
- Orient the PULSE fellow (on the first day) to their service and to the organization
- Conduct regular supervision meetings with the PULSE fellow
- Conduct and submit a mid-year and end-of-year evaluation
- Honor Wednesday afternoon seminars (1-5pm) as time for PULSE development of fellows
- Assist PULSE fellow in evaluating the impact of their service
- Attend celebration of service event at the end of the term recognizing PULSE fellow accomplishments
- Position does not require union concurrence (not common)
- Position does not duplicate, displace or supplant existing employees
- Make financial commitment to PULSE

JOB DESCRIPTION

Please attach a copy of the job description (MS Word or PDF) with the following information:

- Job Title – Title of Position
- Position Reports to – Supervisor of PULSE Fellow
- Mission of Organization – Short Synopsis of Organization
- General/Position Summary – Short Paragraph Description
- Principle Duties and Responsibilities – 3-5 Target Areas with Responsibilities
- Knowledge, Skills and Abilities Required/Qualifications – (i.e., written and communication skills, work with public, proficiency with Word, Act clearances, Education, etc)
- Service Conditions (i.e., needs a car, need to have flexible schedule for weekend/evening work)
- Miscellaneous – any other additional information that would be helpful

APPROVAL

I am applying for a PULSE fellow for the 2017-18 program year. I have read and agree to the expectations and responsibilities of our organization and of a Partner Nonprofit Supervisor. I confirm that my organization is financially able to host a PULSE fellow for the program year. I understand the commitment to interview potential PULSE fellows and that completing this application does not guarantee that my organization will receive a PULSE fellow.

Name

Date

Please send completed application to Chris Cooke, Executive Director at ccooke@pulsepittsburgh.org. Questions? – Email or call Chris at 412-361-0124.