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 Nonprofit Partner Application with ADOBE ACROBAT to Jonnett Maurer, Operations and Partnership Director at partner@pulsepittsburgh.org, YOU CAN’T SAVE IN BROWSER, DOWNLOAD! Questions? – Email or call Jonnett 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?

<table>
<thead>
<tr>
<th>Current PULSE fellow</th>
<th>PULSE website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s) ___</td>
<td>___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PULSE alumnus</th>
<th>PULSE staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s) ___</td>
<td>___</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Another PULSE nonprofit partner</th>
<th>PULSE board member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name(s) ___</td>
<td>Name(s) ___</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PULSE staff</th>
<th>Flyer</th>
</tr>
</thead>
</table>

Expected Population Served

<table>
<thead>
<tr>
<th>Children (birth to 9 years)</th>
<th>Community/Neighborhood Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Youth (10-23 years)</th>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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<table>
<thead>
<tr>
<th>Adults (24-55 years)</th>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</table>

<table>
<thead>
<tr>
<th>Seniors (56+ years)</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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<table>
<thead>
<tr>
<th>Arts</th>
<th>Public Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Community/Neighborhood Development</th>
<th>Social Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
<th>Youth Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</table>

<table>
<thead>
<tr>
<th>Environment</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</tbody>
</table>

Would this position work with vulnerable populations?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Unsure</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
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</table>

<table>
<thead>
<tr>
<th>Health</th>
<th>Labor</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Services</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Youth Development</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</table>

<table>
<thead>
<tr>
<th>Other</th>
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<tbody>
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<td>___</td>
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</tbody>
</table>

Has your organization ever applied for a PULSE fellow?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>If yes, when</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
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</tbody>
</table>

Has your organization ever hosted a PULSE fellow?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>If yes, when</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
<td>___</td>
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</table>

Organization’s budget (estimate ok): ___________________

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

Does your organization have a written safety/security plan?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</tbody>
</table>

Does your organization have a written policy on diversity and inclusion?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</table>

Does your organization have a written anti-harassment policy?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>___</td>
<td>___</td>
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</tbody>
</table>

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 capacity-building needs in the upcoming calendar year (September – late July)?
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

What are the top three traits your organization is looking for in someone joining your team? (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

| ____ Microsoft Word | ____ Writing Skills |
| ____ Microsoft Excel | ____ Researching Skills |
| ____ Adobe Illustrator/Photoshop | ____ Communication |
| ____ ArcGIS | ____ Teaching |
| ____ Programming: __________________________ | ____ Counseling |
| ____ Databases: ____________________________ | ____ Sales |
| ____ Website/Blogs: ________________________ | ____ Marketing |
| ____ Accounting: __________________________ | ____ Customer Service |
| ____ Mac | ____ Public Speaking |
| ____ Microsoft Windows | ____ Community Organizing |
| ____ Facebook/Twitter | ____ Advocacy |
| ____ IT | ____ Sports: __________ |
| ____ Language Mastery: _______________________ | ____ Arts: __________ |
| ____ Other: ________________________________ | ____ Other: __________ |
| ____ Other: ________________________________ | ____ Other: __________ |

ADDITIONAL PARTNER REQUIREMENTS

____ Please provide the general schedule required for this position (i.e. M – F, 8:30 am – 5 pm, etc.)
Explain: ____________________________________________________________

____ (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 (NONPROFIT PARTNER & 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
- Conduct regular supervision meetings with the PULSE fellow
- Serve as nonprofit partner liaison to PULSE
- Attend Nonprofit Partner Supervisor orientation meeting at the beginning of term
- Orient the PULSE fellow (during the first week) to their service and to the organization
- Provide the PULSE fellow with desk, office space, and access to a computer
- Honor Wednesday afternoon seminars (1-5pm) as time for PULSE development of fellows
- Create a safe environment for the PULSE fellow, free of harassment and discrimination
- Assist PULSE fellow in evaluating the impact of their service
- Position does not duplicate, displace or supplant existing employees
- Make financial commitment to PULSE

POSITION DESCRIPTION

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

- Position 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., ability to lift 50 lbs., Driver’s License required, etc.)
- Miscellaneous – any other additional information that would be helpful

APPROVAL

I am applying for a PULSE fellow for the 2019-20 program year. I have read and agree to the expectations and responsibilities of our organization and of a Nonprofit Partner 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 Jonnett Maurer, Operations and Partnership Director at partner@pulsepittsburgh.org. Questions? – Email or call Jonnett at 412-361-0124.