



Fellowship Position Description

Employment Type: Hourly, Part-Time

Employment Status: Non-exempt

Reports To: Sr. Intake Coordinator

Program/Responsibility Area: Bilingual Community Assistance Line

Organization Description

Nebraska Appleseed is a nonprofit organization that fights for justice and opportunity for all Nebraskans. We take a systems-based approach to complex issues – such as child welfare, immigration policy, affordable health care, and poverty – and we take our work wherever we believe we can do the most good, whether that’s in the courthouse, at the Capitol, or in the community.

Position Description

This year-long fellowship is a part-time position (10 hours/week with flexibility for the Fellow to set their own designated working hours). Work must be performed within the state of Nebraska but can be completed remotely. The Fellow will help support the operations of Appleseed’s Community Assistance Line (CAL) in responding to calls and emails from community members seeking help with legal problems and other needs.

Position Responsibilities

- Community Assistance Line (CAL) response (returning calls and emails from community members to provide information and resources to address questions and problems they are experiencing).
- CAL data management (entering case activities into civiCRM database, running searches and generating reports as needed).
- Economic justice and healthcare policy-related education and outreach work to provide information about Medicaid and public assistance programs, anticipate and address questions, and encourage enrollment in these programs among potentially eligible Nebraskans.
- Engage in clear and timely communication with manager regarding completion of work, professional needs, and personal needs
- Actively participate in meetings
- Participate, as needed, in administrative tasks
- Availability during declared office hours (as established within Appleseed’s operating hours of 8am-6pm, Monday through Friday)
- Access to a personal computer, mobile phone, and internet service
- Adheres to the organization’s current COVID-19 vaccination policy

What You Bring to the Position

The ideal candidate will have the following background or a combination of the following qualifications:

- Fluency in both English and Spanish, written and spoken is required
- Experience with community focused writing
- Comfort with making and receiving phone calls regularly.
- Passion for Appleseed's mission and a willingness to learn.
- Ability to work in a team-oriented, community-focused, and collaborative environment.

Nebraska Appleseed is an equal opportunity employer. People of color, members of the LGBTQ+ community, individuals with disabilities, and those from diverse backgrounds are strongly encouraged to apply. Nebraska Appleseed does not discriminate on the basis of race, color, national origin, ethnic background, religion, gender, gender identity, sexual orientation, age, or disability.