



Social Impact - NonProfit - Public Service

What is it?

How do I get a job with Social Impact?

Careers with social impact encompass a great deal of options. Perhaps the first thought is the non-profit sector. This sector includes organizations whose mission helps a community or communities, makes the world a better place and advocates for a certain cause. In addition, many people choose to create social impact by working in the public service sector. This avenue may include running for elected office, working in the office of an elected official and working within a local, state or federal government. In addition, there are for-profit organizations which have a social impact as their primary goal, such as a consulting firm providing philanthropic services and counsel to non-profit organizations.

LEARNING ABOUT OPTIONS:

In addition to your own first-hand experiences, Swarthmore alums are a great resource from which students can seek career information to help make decisions and advice to navigate a career path.

Advice from an alumna:

The non-profit world does present unique opportunities and challenges. Working in the sector often allows you to align personal values and commitment to action with the core mission of an organization, which can bring deep personal fulfillment and create real impact in areas of passion. Oftentimes, non-profits are understaffed, which makes your Swarthmore education and experience that much more valuable. The ability to cross train, communicate effectively in speech and writing, and the practiced skill to research new ideas means that you can cover a variety of work responsibilities and move freely among jobs without difficulty. That intellectual flexibility and making connections between ideas and practical applications means you begin your career with a wide range of skills critical to non-profit work. For example, you could write and administer grants, researching and applying to those that best align with an organization or new program idea. If you prefer to be in the program development side, then do the work to figure out what already exists to meet the need you identify, and then create access points or ways to collaborate, or create a new initiative. In a smaller non-profit, you might want (or need) to do both, and coming in with that range of ability makes you an ideal candidate.

*-Janet Erlick '88, President of Swarthmore Alumni Council
Executive Artistic Director at Fort Lauderdale Children's Theatre*

Please join the Swatties helping Swatties Mentoring and Networking group on LinkedIn and browse the Alumni Directory to find alums who might have insight, in addition to the alums listed below. Please see the sample networking email at the end of this document before contacting alums.

Tally Erickson '15
CollegePoint Coach at College Possible™ National

<https://www.linkedin.com/in/tallyerickson/>
tallyerickson@gmail.com

Olivia Ortiz '16
Transportation Outreach Coordinator at Clean Air Council
<https://www.linkedin.com/in/olivia-ortiz/>

Martha Marazza '09
Program Officer at the U.S. Department of State
<https://www.linkedin.com/in/marthamarrazza/>
martha.marrazza@gmail.com

Mark Harkins '87
Senior Fellow at The Government Affairs Institute at Georgetown University
<https://www.linkedin.com/in/markharkins/>
mharkins@gmail.com

GETTING EXPERIENCE:

The College offers many opportunities to gain experience and thus help you decide which path is the best fit for you. Volunteering either through the Lang Center for Civic and Social Responsibility on campus or other avenues can connect students with almost any interest. You will gain insight into an organization, gain experience and skills, and then reflect on your learning to decide upon your next step. You can volunteer in several ways, such as tutoring children, preparing income tax forms or as an EMT. Experience volunteering a few hours per week during the semester can help you gain skills to make you a successful summer intern and full-time employee.

CONDUCTING A MISSION DRIVEN JOB SEARCH:

Once the time comes to search for internship or post-graduate opportunities, plan on a multi-faceted search. Determine your personal mission. Find out which organizations are doing the work that you'd like to do, then analyze your skills to determine what you can offer, thus determining how you can fit into their goals.

Thoughts from the Manager of College and Professional Outreach at Idealist.org, who led our recent *Unlocking the Hidden Job Market with a Targeted Search* workshop:

- The job search is a process, but not necessarily a linear one. You actually gather information and refine along the way.
- In addition to reflecting on your prior work experience to discover whether an organization's mission will resonate with you, also reflect on your activities and volunteer experiences to help inform your job search and tell you a lot about your abilities, strengths, and interests.
- A targeted employer list is simply a list of organizations at which you'd be interested in working. Remember that it's not just job fit you're looking for, but organizational fit. Ask:
 - ❖ *What's important to this organization?*
 - ❖ *What am I learning about its culture?*
- Then look at the organization's job opportunities and ask:

- ❖ *What's important to the hiring manager?*
- ❖ *What aspects of this role am I familiar with or excited about?*
- ❖ *What experience or knowledge does the hiring manager want?*
- ❖ *What experience or knowledge do I need in order to do well in this role?*
- ❖ *How do I fit the organization's needs?*
- ❖ *Can I do the job?*
- ❖ *Will I do the job?*

→ In regard to networking - if you're unsure whether you're well-suited to a job, find people who do that type of work and set up an informational interview. This person may or may not become influential in you getting an actual job, but build the relationship for the sake of gathering information and learning about the work.

HIRING CYCLES:

Not for Profit organizations tend to conduct "just in time" hiring, meaning they will post job/internship openings when the position is currently vacant or soon to be vacant. They hire for specific openings as needed, as opposed to some large for-profit organizations which hire 'classes' of trainees to assign to specific positions at a later time. Though entry-level non-profit job openings can be seen year round, they become more prevalent in the spring semester. Government positions often require significant lead time in submitting the application and participating in several rounds of interviews. See 'Federal Government Hiring' below. The Swarthmore Fellowships and Prizes Office has a list of fellowships that have specific application timelines, often early fall semester.

ATTEND CAREER FAIRS:

Many non-profit and government organizations receive discounted entry to these events and are looking to make the most of their budgets by meeting as many students as possible at career fairs. They really appreciate the time to talk with many students and determine which they will invite to their offices for full length interviews. Look to Handshake, The Lang Center, your local chamber of commerce, community service organizations, and Idealist.org, to find career fairs in addition to these fairs co-hosted by Swarthmore each spring semester:

DC Government and Non Profit Expo at Georgetown University (February)

Not for Profit Career Fair Philadelphia at Bryn Mawr College (March)

The Non Profit Career Fair jumpstarted my career and showed me a sample of what opportunities are out there in my field. The fair...connected me to multiple organizations looking for volunteers and employees. I walked out one step closer to the internship I wound up working for that summer as well as with even more ideas for the future. ~Nathalie Baer-Chan '19

I was very impressed with how many of the students had resumes printed and were prepared to discuss their qualifying experiences -- even students not expected to graduate this coming spring. ~DC Expo employer

All students are so professional, eager, and have done their homework in researching our organization. Some have already emailed me or applied following the event. ~DC Expo employer

FEDERAL GOVERNMENT HIRING:

Please see <http://gogovernment.org>, a site created by the Partnership for Public Service, for details. This organization also conducts a workshop at the DC Government and NonProfit Expo. Below is an excerpt from GoGovernment.org detailing the three avenues that college students typically take to include the federal government in their career journey.

The Internship Program

This program provides current high school, college and graduate students with paid opportunities to work in federal agencies while still in school. The intern's work is related to their field of study or career goals. Each agency decides how many interns they will hire. Upon successful completion of an internship, participants may be eligible for conversion to full-time federal employment.

The Recent Graduates Program

This opportunity is a full-time, one-year developmental program designed for individuals who have received an undergraduate or graduate degree from a qualifying educational institution or program. Candidates must apply within two years of graduation, with the exception of veterans, who have up to six years to apply due to their military obligations. Participants in the Recent Graduates Program receive training and professional development, complete an individual development plan and are assigned a mentor. Each agency determines how many recent graduates they will hire. Recent graduates may also be eligible for conversion to full-time federal employment after their completion of the program.

The Presidential Management Fellows (PMF) Program

The PMF Program is the federal government's premier leadership development program for advanced degree candidates. Individuals who received a qualifying advanced degree within the preceding two years are eligible to apply and are not required to be nominated by their school. This two-year fellowship includes competitive pay and benefits, 80 hours of training each year, a senior-level mentor, a mandatory four to six month developmental assignment and optional rotations of one to six months duration. It is designed to provide challenging work assignments and opportunities to network with other future leaders.

SOME ADDITIONAL RESOURCES:

Career Services' website provides Job/Internship Search Resources By Industry: <https://www.swarthmore.edu/career-services>. You'll find both a Non-Profit/Public Service category, as well as categories by issue area. Within each category are a plethora of websites to help you learn the details of various careers and see current job/internship opportunities. *Schedule a meeting with a career counselor to develop your social impact internship/job search strategy.* (Parrish 135)

The Lang Center for Civic and Social Responsibility and their student Lang Center Associates are knowledgeable about resources, programs and opportunities in specific areas and share them with

fellow students. In addition, there is a Social Innovation Lab where students can brainstorm project ideas and design prototypes. (Whittier Place)

The Fellowships and Prizes Office provides information and guidance regarding national graduate fellowships. (Parrish 115)

The Center for Innovation and Leadership is another resource to gain experience sought by organizations creating social impact. (Parrish 117)

The Partnership for Public Service maintains as one of its goals helping job seekers enter public service careers. (ourpublicservice.org)

Guidestar.com - "GuideStar is the world's largest source of information on nonprofit organizations. Each year, millions of people use GuideStar information to make decisions about nonprofits and the work they do."

Idealist.org - "Idealist is all about connecting idealists – people who want to do good – with opportunities for action and collaboration."

SAMPLE NETWORKING EMAIL INTRODUCTION

Dear Ms. Smith:

I hope you are well. I'm a Swarthmore junior who was connected to you through the Swatties Helping Swatties Networking and Mentoring LinkedIn group. I know you are an active alumna and I'm excited to have the chance to get in touch with you because of your extensive knowledge and expertise in the environmental field through your work at the Aspen Institute.

I have spent the past semester in China studying the implementation of water policy and how changes in that area are affecting the growth of the sector. My resume is attached, if you are interested in finding out a bit more about who I am and about the other environmental work I have conducted.

I was extremely interested to read the Sustainable Water Systems Report that was published by the Aspen Institute this June, and was heartened by many of the progressive recommendations included in it. If you have a chance in the coming days, I am eager to learn a bit about the projects in which you are involved as a senior fellow, and also see what advice you may have on my career options.

Please let me know if you're able to find time for a conversation; I would be very grateful for about twenty minutes of your time. Thank you so much.

All the best,

Palmer Pittinger '20

SAMPLE NONPROFIT RESUME

EDUCATION

Swarthmore College, Swarthmore, PA

Bachelor of Arts in Sociology/Anthropology & a minor in Educational Studies, May 2019

GPA: 3.48/4.0

· Minor in Educational Studies includes field placements in classrooms, notably Chester Upland School for the Arts

Honors and Awards: **Questbridge Scholar; Richard Rubin Scholar; 2016 Lang Summer Social Actions Awards Recipient**

WRITING AND RESEARCH EXPERIENCES

Senior Thesis, Swarthmore College, Swarthmore, PA **Sept 2018 – Present**

- **Conducted qualitative data collection consisting of interviews of a highly confidential nature; produced 40 page thesis on a short timeline**
- **Rapidly learned new technology including InDesign for publicizing research findings**

Writer, Oasis, Swarthmore, PA **Sept 2017 – Present**

- **Student group dedicated to watching, performing, and collaborating on student-created spoken word/slam poetry**
- **Won spot on team of 6 in 2017 and on team of 4 in 2018 to compete at the College Unions Poetry Slam Invitational**
- **Mentored team members in preparation for CUPSI, providing guidance on writing and performance**

Fiction and Playwriting seminars, Swarthmore College **Fall 2017 and Spring 2018**

- **Engaged with short fictional stories and plays on a weekly basis in order to inform my own writing**
- **Expanded writing skills through giving and receiving peer feedback**

COMMUNITY ENGAGEMENT EXPERIENCES

Intern, CODISE, Guadalajara, MX **Summer 2018**

- **Communicated availability of free HIV testing for LGBT community in Guadalajara to ~200 eligible participants**
- **Collaborated with coworkers to secure continued project funding of the free testing services**

Intern, Juntos, Philadelphia, PA **Summer 2017**

- **Organized weekly community meetings of ~15 people and youth meetings of ~10 youth from Southern Philadelphia**
- **Provided operational management for protests involving recruitment of large numbers of community members**
- **Attracted participants through Facebook social media outreach**
- **Assisted in organizing and running the 4 DACA enrollment clinics that occurred over the course of the summer**

Outreach Coordinator, Multi, Swarthmore, PA **Fall 2016 – Spring 2017**

- **Organized and promoted campus wide events with other affiliation groups around Multiethnic identities**
- **Networked with Multi equivalent groups at other colleges to create cross-institutional bonds**
- **Coordinated large scale events to introduce prospective students to the community**

LEADERSHIP EXPERIENCES

Resident Assistant, Swarthmore Office of Student Engagement, Swarthmore, PA **Summer 2018 – Present**

- **Maintain healthy resident hall environment; serve as a role model and resource for other students**
- **Plan, facilitate, and organize weekly hall activities and bi-semesterly dorm events**
- **Publicize campus activities and highlight critical community issues via regular email announcements**

Captain, Women's Club Soccer, Swarthmore, PA **Fall 2017 – Spring 2018**

- **Managed team of 14 players during practices and games; supervised weekly practices and team-bonding events**

Tour Guide, Swarthmore Admissions Department, Swarthmore, PA **Spring 2016 – Spring 2018**

- **Demonstrated public speaking skills by leading prospective families on 1-1.5 hour tours of the Swarthmore campus**
- **Developed quick rapport with visitors, engaging them in our community**

SKILLS AND INTERESTS

Member, WOCCA, Student association of women of color on Swarthmore's campus

Member, Enlace, Student association which provides support for self-identifying Latinxs on Swarthmore's campus

Interests: Educational policy; Sexology; creative writing – poetry and fictional short stories; performing arts – theater, piano

Languages: Spanish, fluent

SAMPLE NONPROFIT COVER LETTER

Writers House
567 James Place
Boston, MA 12101

April 10, 2019

Dear Jessica Lowenthal:

I am writing to apply for the position of Assistant Program Coordinator at the Writers House. I admire the house's commitment to fostering a literary community and building connections between writers of varying backgrounds and levels of experience, and would love the opportunity to be a part of the ecosystem that keeps this community thriving.

My time at Swarthmore has led me to multiple leadership positions with operational and organizational capacities. As part of the core team of Multi, our multiracial/multiethnic affinity group, I devoted myself to planning meetings, talking with core members of other affinity groups, and coordinating events by reserving space and catering. Because Multi was at that point a burgeoning group, my role as an outreach coordinator was essential in promoting our presence on campus and attracting students to meetings. Multi has since grown to have a stable base and continues to be a home for those students with liminal and complex identities who are not fully able to express themselves in other affinity groups.

On a larger scale, when I worked with Juntos, a nonprofit immigrant rights organization in Philadelphia, I was tasked with promoting events through social media. As is true with many non-profits, functionality depended on a small group of people doing the bulk of the work, and very quickly it became my duty to open the office and prepare the physical space for community meetings. In order to inform members of these meetings and workshops I created event flyers to post on Juntos' Facebook page using the online layout tool Canva. When it was time to do a march, in addition to carrying out my online publicity responsibilities, the other staff members and I would go down our list of community members and make individual calls to dozens of people to gauge how big of a crowd to expect at the action.

My thesis work centers on some of the people I met working at Juntos—undocumented parents of citizen children whose experience I felt compelled to document. I conducted my own original qualitative data collection through a series of interviews, and, in conjunction with reading the existing sociological literature on immigration, parenthood, and citizenship, used this data to create an analysis of how my participants constructed their self image and navigated relationships to power. In order to make my research legible for a wider audience, I created a poster using Adobe InDesign, a program I learned to navigate earlier in my college career, and presented my research at an open reception. Through this process of proposing, researching, and writing for my thesis, it was necessary for me to operate under demanding deadlines and be self-sufficient in designing and fulfilling project expectations, skills I believe will transfer over to a position at the Writers House.

Though I favored Sociology as my major, in addition to pursuing this valuable degree I have had the ability at Swarthmore to sustain my long-standing interest in creative writing and literature. Not only did I hone my story-telling abilities in a fiction writer's workshop and a playwriting course, but I have been heavily involved in Swarthmore's spoken word poetry group, OASIS. Through being a part of this group, I have had access to poetry workshops facilitated by the club and have learned what it means to be a member of a supportive writing community. I have witnessed my growth as not only a writer, but as a collaborative teammate as I sought and gave feedback to my peers in preparation for poetry slam competitions.

These experiences with creative writing and event planning created a skill set that I hope to be able to apply to program coordination at the Writers House. Thank you for your time and consideration—I look forward to hearing from you.

Sincerely,