

## Work Placement Coordinator:

The Work Placement Coordinator seeks out internships/job-placements for each Fellow. The work found for each Fellow will be professional, challenging, part-time and temporary (approximately 9 months). The work will be entry-level, providing a perfect place to apply concepts learned in the Fellows program. The goal is to offer Fellows an opportunity to launch a career in their area of vocational calling. Our hope is that the work experience will also offer the opportunity for Fellows to think through and address the practical issues of faith in the workplace.

The bulk of this work is done before the Fellows commit to coming, but final work-placement is not established until after a particular Fellow has been accepted. The Work Placement Coordinator tries to match up each Fellows' interests with job opportunities.

The Fellows work 3 days a week; generally Tuesday-Thursday. This role requires networking with people in the host church congregation and community to secure work-placements.

The Work Placement Coordinator oversees all work-placement communication, which includes sending resumes, scheduling time off (i.e. various retreats, mission trips, etc), discussing part-time salary, etc with each employer.

They are in regular communication with each Fellow and strive to find a good work-placement match. They will stay in touch with the Fellows throughout the year to see how their work-placement is going and to receive feedback from the employers about the particular Fellow's performance.

The Work Placement Coordinator will network and pursue new opportunities throughout the year. If you are interested in becoming a Work Placement Coordinator or simply getting more information please contact us at:

**Houston Fellows Initiative**  
Admissions  
1330 Post Oak Blvd., Suite 1600  
Houston, Texas 77056  
Phone: 713.854.5351  
E-mail: [laura@houstonfellows.com](mailto:laura@houstonfellows.com)