



# Western Riverside Council of Governments (WRCOG) Public Service Fellowship Program – Round IV *Program Overview and Application Instructions*

## **Overview**

The Western Riverside Council of Governments (WRCOG) Public Service Fellowship Program is a professional development opportunity designed to provide undergraduates, recent graduates, and graduate students hands-on experience in local, regional and special district public agencies throughout Western Riverside County. This Fellowship is an opportunity for participants to prepare for full-time employment in local government careers that help enrich the community.

Candidate selections are based upon a myriad of factors, including academic standing, interest in public serve, and career goals and ambitions. Fellows should possess basic knowledge, understanding and skills in one, if not many core areas, such as research methods, microeconomic theory and principles, the legislative process, budgeting and finance, key environmental issues related to air and water quality, land use, transportation and economic development.

Fellows are placed in one of 23 WRCOG member agencies, which include 18 cities, 2 water districts, 1 tribal nation, and the County of Riverside. To view a detailed list of members, please click on the following link: <http://wrcog.us/178/Member-Agencies>.

## **Program Requirements**

Students who are selected to participate in the WRCOG Fellowship are required to:

- Attend a mandatory orientation prior to the start of the Program
- Attend monthly Professional Development Sessions that take place on the last Friday of every month throughout the duration of the Fellowship
- Part-time Fellows: commit to serving 20-30 hours per week, 960 hours total
- Full-time Fellows: commit to serving 35-40 hours per week, 960 hours total
- Be able to travel to work via private or public transportation to the assigned host agency (may be anywhere within WRCOG subregion)
- Depending on the placement, Fellows may be required to have access to a reliable vehicle to regularly travel in the area for work

Prior to final placement, some agencies may require students to undergo background checks (DMV, DOJ). Candidates must notify their designated Fellowship coordinator of any issues that may come up as a result of a background check prior to acceptance of offer, if extended.

## **Program Eligibility**

To be eligible to participate in the Public Service Fellowship Program, candidates must:

- Be a senior-level undergraduate student or current masters student in the 2019-2020 Academic Calendar; or recent graduate (undergraduate or graduate degree)



- Have a minimum 3.0 GPA
- Demonstrate a connection to the subregion, e.g. be from the area; attended school in the area or; live, work, or go to school here presently

### **Selection Process**

Top applicants will undergo an extensive selection process. Candidates are selected to participate in the Fellowship based on:

- Academic standing (year and GPA); a minimum 3.0 GPA is required
- Demonstrated interest in local government and/or public service
- Performance in an interview with WRCOG and host agency
- Potential match with host agency

### **Benefits**

The benefits of being selected for the WRCOG Public Service Fellowship Program include:

- \$15/hour compensation
- Flexible, part-time or full-time positions, depending on candidate availability
- Unique networking opportunities with local government agencies
- Exposure to professional guest speakers in careers representing public policy, planning, administration, etc.
- Recognition as a distinguished WRCOG Fellow at local agency events
- Professional training in workplace etiquette

### **Expectations of WRCOG Public Service Fellows**

Being a WRCOG Public Service Fellow is an applied endeavor, with the goal of Fellows becoming gainfully employed within a related field in Western Riverside County. Fellows are for all intents and purposes “employees” of their host agency, and should treat the Fellowship as such, representing WRCOG and their host agency with professionalism.

### **How to Apply**

To apply for the WRCOG Public Service Fellowship Program, please submit:

- A completed and signed “[Application Form](#)”
- Résumé
- Cover letter
- College transcript(s)
- Statement of Interest Essay Response
- 1 letter of recommendation from an academic or professional reference
- A signed copy of the “Internship Program Agreement Form”

Candidates selected to advance in the application process will be contacted via email or telephone to schedule a formal, in-person interview. Students who are successful in their interviews will then be matched with one of WRCOG’s partner government agencies and undergo a background check prior to the beginning of the Program.



## **Contact Us**

For questions regarding the Program, or to submit an application packet, please email Rachel Singer at [rsinger@wrcog.us](mailto:rsinger@wrcog.us) by April 6, 2019.

## **About WRCOG**

Established in 1990, WRCOG serves one of the fastest growing areas in the State of California and the United States. Today, its 18 member cities and the unincorporated County of Riverside are home to 1.7 million people, and some 800,000 will join us by the year 2035. In addition to the 18 member jurisdictions, the Eastern Municipal Water District, Western Municipal Water District, and the Morongo Band of Mission Indians are members of the Agency. The Riverside County Superintendent of Schools is an ex-officio member.

Recognizing that many issues related to growth are not constrained by city or county boundaries, WRCOG focuses on a number of regional matters important to improving the quality of life in Western Riverside County. By working together through its Committee structure and utilizing existing resources, WRCOG is cost-effective by reducing duplication of effort and sharing information, enabling strong advocacy and strengthening Western Riverside County's standing in southern California and the state. WRCOG's program areas are varied and diverse, and include transportation, air quality, solid waste, water, environment, energy, economy, education, growth, and sustainability. WRCOG provides administration for the Riverside County Habitat Conservation Agency (RCHCA).

For more information on WRCOG please visit the Agency website at [www.wrcog.us](http://www.wrcog.us). WRCOG is an equal opportunity employer.