

# Be a Fellow: FAQs

## WHO IS ELIGIBLE TO BECOME AN ISLAND INSTITUTE FELLOW?

The Island Institute Fellow program is open to anyone who has graduated within the last five years with a associate, baccalaureate, or master's degree and who is a U.S. citizen, national, or lawful permanent resident.

## WHAT IS THE APPLICATION PROCESS?

Start by filling out the **ONLINE APPLICATION**. The link is also posted under the Be a Fellow section on the Island Institute website. Along with the application form, applicants need to provide a resume. Applications will be considered incomplete until both application questions and a resume have been received. After the application is received, candidates will go through a preliminary review process. Strong candidates are asked to do an initial virtual interview with the Fellows Project Team who then makes recommendations for final interviews. The three top candidates for each Fellowship position will conduct final interviews virtually with the host site. The site-based selection committee makes the final hiring decision.

## WHAT IS THE APPLICATION TIMELINE?

The completed Fellow application is due March 17. Preliminary online interviews will be conducted the weeks following the application deadline. Top candidates will be invited to interview towards the end of April. Final selection of applicants will be done in May. The Fellowship year starts at the beginning of September.

## HOW ARE THE PLACEMENT SITES DETERMINED?

Island and coast-based organizations develop the projects based on their need for increased capacity, an emergent community need, or a long-term community identified project that needs an extra set of hands to bring it to the next level. Possible host communities work with the Fellows Project Team to fine tune project proposals to ensure they take into account sustainability and do not displace jobs from community residents. Placement sites are based on need, quality of the project proposal, and how recently the island and/or host organization sponsored an Island Institute Fellow. Both individual community and regional-based projects are considered.

## WHAT DO ISLAND INSTITUTE FELLOWS DO?

Each fellowship is very different. Fellows have worked with towns, local nonprofit organizations, local schools, libraries and in many other areas on projects incorporating marine science, land-use planning, education, the arts, and health care services. Fellows provide 'an extra set of hands' to their communities in many different ways because they are able to dedicate their energy and enthusiasm full time to projects that are normally dependent upon the time and resources of volunteers. In addition, as members of communities where everybody wears 'many different hats', Fellows have found themselves doing tasks and projects that go above and beyond the original scope of the fellowship, including serving as members of the volunteer fire department or rescue service, playing music, organizing social events such as weekly movie or game nights, volunteering in the school and much more. In this spirit of community involvement that we expect Fellows to be flexible and open in their expectations.

## IS HOUSING PROVIDED?

The Island Institute works with host sites to secure housing for each fellow. Rent and utilities including internet are covered. This does not include TV and phone. We make every effort to find year-round housing, but this is difficult on many islands. In some instances, Island Institute Fellows may be asked to move to a different location during the summer months. Most housing is furnished. We understand that the nature of the fellowship blurs work and life boundaries and to this end we try our very best to secure individual housing for the fellow.

### **WHAT OTHER BENEFITS COME WITH A FELLOWSHIP?**

Fellows work a 35 hour work week at \$15.10 per hour with four weeks of earned paid leave. Fellows are eligible for the Island Institute's health care plan, as well as short term disability insurance. The program will reimburse for Island Institute related travel expenses for work and training. A professional development fund is available to offset the cost of training and classes for Fellows to increase their professional skills.

### **I APPLIED TO BE A FELLOW BEFORE, BUT WASN'T ACCEPTED. CAN I APPLY AGAIN?**

Yes, we strongly encourage applicants to apply again. The application process is competitive, with many skilled applicants every year. Because host sites and projects vary from year to year, applicants may have better-aligned skills and interests in other years.

### **I AM A MAINE ISLAND RESIDENT; CAN I APPLY TO BE A FELLOW?**

Yes. Maine Island residents who meet the eligibility requirements can apply for the Fellows program. However, Island residents will be placed on a different island from their home island.

### **HOW DO I KNOW WHAT PLACEMENTS ARE AVAILABLE FOR THE COMING YEAR?**

We prefer applicants who are flexible and want to be engaged in working on a Maine island or coastal community. We will share information about specific sites before the initial interview.

### **CAN I APPLY TO A SPECIFIC ISLAND/PROJECT PLACEMENT?**

Not within the normal program. Fellows apply to be a part of the program. Applications are sent to the committee which decides who will get the opportunity for an interview. Final project placement decisions are made project stakeholders and the Fellows Project Team based on who they feel best fits the project and the tone of the island. Occasionally, we will have fellowships outside of our normal geographic region or that require special skill sets. These fellowships will be advertised separately because of their special requirements, and you can apply for those and a regular fellowship.

### **HOW LONG IS A TYPICAL ISLAND INSTITUTE FELLOW PLACEMENT?**

Fellows are placed at their host site for two years. After the first year, the Fellow will sit down with their host site advisor to discuss the direction and focus of their project in order to make sure that all needs are being met and create a work plan for the second year.

### **CAN I APPLY TO BE AN ISLAND INSTITUTE FELLOW AS PART OF A COUPLE?**

You are welcome to apply with a partner; however, each application is considered independently and we cannot guarantee that both applicants will be selected. In addition, there is generally only one placement per island, so if couples are both accepted they should be prepared to live in different communities. Applicants who are selected to be Fellows can bring a partner and/or family with them to the placement. Partners will be asked to contribute a monthly fee towards utilities.

### **I HAVE MY OWN IDEA FOR A FELLOWSHIP WITH WORK THAT I WANT TO DO. DO YOU DO THIS?**

No. the Fellows Project Team works closely with communities to design projects that fit a specific community need. Though we try very hard to match an applicant's abilities with the needs of the project, fellows do not design their own project. If you know of a project or need on an island, you can email the Fellows Project Team who will initiate contact with the community to work on a project proposal. Fellowships are very specific, but life in a remote coastal place lends itself to creativity—so if you have a particular passion, fellows are encouraged to engage in the community outside of the parameters of the project description. Fellows have started singing groups, revitalized exercise clubs, and coached basketball in their off hours.

### **CAN THE START DATE BE SHIFTED?**

No. All Island Institute Fellows start the first week in September. The timeline is set so that all the Fellows start together and finish together. This provides you with a peer support group and helps streamline trainings and orientation. Sticking to this timeline is an important part of being a Fellow.

### **DO FELLOWS HAVE AN OFFICE?**

Fellowships are not traditional 9-5 office jobs, but many Fellows are provided with office space within their host organization. Some Fellows work out of their homes, and this requires that Fellows have high levels of self-motivation and are comfortable completing tasks under minimal supervision. Fellows may also work at the Island Institute's office in Rockland for a day or two, if they have to be off site for any reason.