

Service to Society First-Year Council - Position Description

August 2020

BACKGROUND

The *Service to Society First-Year Council* serves as a think tank that engages first-year students to pursue public service opportunities at Harvard College. Council members work to provide their peers with knowledge and advice about public service opportunities. Council members work closely with public service staff from Harvard College and their Public Service Proctors to develop programming, advising, and support for public service initiatives. Council members are supported in the duties outlined below through monthly meetings and biannual training sessions hosted by staff at the Phillips Brooks House Center for Public Service & Engaged Scholarship. Council members have a responsibility to their fellow students and proctors.

JOB DUTIES

Council members should be passionate about public service and will provide peers with knowledge and advice on public service opportunities with the public service offices and organizations on campus. Public Service Student Representatives will work closely with the Assistant Dean of Civic Engagement and Service and major public service offices and organizations at Harvard. Eight students are selected to serve on the council.

Responsibilities will include:

- Attending one monthly meeting (90 minutes) each month during the academic year
- Collaborating with proctors and other first-year council members; for the 2020-2021 academic year, this work will focus on developing programming through the Harvard Everywhere initiative
- Planning and hosting at least one public service event in collaboration with other council members each month (refer to minimum expectations list of events/activities)
- Acting as a public service email liaison for volunteer opportunities and other relevant public service events and information to their respective first-year communities
- Publicizing campus-wide public service projects in their respective first-year communities

Council members will:

- Be paid a stipend of \$300 each semester
- Receive instructional training about primary public service offices/organizations
- Be provided with all necessary primary public service offices/organizations' materials and information
- Gain professional skills through regular readings, presentations, and guest speakers which will be held during the scheduled monthly seminars.

PROMOTION OF OPPORTUNITIES

- Become familiar with the Center calendar and other resources at <http://www.publicservice.fas.harvard.edu/>
- Share important events with the Assistant Dean for Civic Engagement and Service along with staff at Phillips Brooks House

- Read the weekly departmental newsletter, forward relevant messages to your House/dorm communication channel, and encourage students to register for this weekly email — subscribe at <https://goo.gl/CDHexb>
- Like the Phillips Brooks House Center for Public Service & Engaged Scholarship ([@harvardserve](#)) page on Facebook
- Follow [@PBH_Harvard](#) on Twitter and forward important messages via social media.
- Follow [@harvardserve](#) on Instagram & tag [@harvardserve](#) and #harvardserve on any public service photos Organize Instagram takeovers of the [@harvardserve](#) account.

ORGANIZING MONTHLY ACTIVITIES

The activities listed below are meant to serve as a starting point for the various activities you can plan for your community. We will support public service reps and tutors in these activities and will share information about other potential projects throughout the year. Sample activities include:

- *September:* PBH Fall Open House promotion; Careers in Public Service advising panel; Promote Harvard Serves Everywhere (virtual volunteering)
- *October:* Supporting voter registration activities, Winternship promotion
- *November:* Help organize a Veterans Day service project; Supporting Phillips Brooks House Holiday Giving Drive
- *December:* Summer Internship Advising Panel
- *January:* Martin Luther King Day reflection; PBH Spring Open House promotion;
- *February:* Black History Month; Promoting Summer Application Deadlines; Promote Harvard Serves Everywhere (virtual volunteering)
- *March:* Promote the Engaged Scholarship and Social Justice Research Conference; Alternative Spring Break promotion
- *April:* Earth Day activity; Global Youth Service Day; Visitas - engage with incoming first-year students
- *May:* Organizing a community arts project with ArtsFirst

TO APPLY

Please submit a one-page resume and along with a one page cover letter highlighting your interests and experiences to Travis Lovett at tlovett@fas.harvard.edu. Full consideration will be given to all students who apply by 11:59pm Eastern time on Monday, August 24th.