The Fellows in Local Government Program is looking for motivated and talented individuals with unique human service perspective to shape the work of Allegheny County’s Department of Human Services (DHS), an agency hailed as a national model for innovative and effective government. The Fellows program invites recent graduates of Bachelor’s programs in a variety of human service related fields who also have past or current lived experience within a human service system to join the staff of DHS for one year with the hope of igniting a longer-term interest in a career in public service. Fellows will apply their skills and perspective to real-world problems facing DHS and facing the individuals DHS serves. Fellows will also have opportunities to build on their existing skill sets and develop new skill sets throughout their employment with DHS.

Overview

The Fellows in Local Government program, started in 2013, was designed to create a pathway for motivated and talented individuals who have past or current lived experience within a human service system to contribute to and shape the work of the Allegheny County Department of Human Services. Eligible applicants include recent graduates of bachelor’s level programs in social work, sociology, political science, economics, policy studies, pre-law, business, communications, information technology, accounting, statistics and a variety of other related fields. Fellows join the Department for one-year appointments and receive an assignment in one of the DHS offices. Fellows will complete a variety of projects, but the actual scope of work will be determined based on the office assignment and the interests and skill sets of the Fellow.

Additionally, Fellows have access to unique opportunities to meet with DHS senior staff, foundation executives, and nonprofit and private sector leaders, as well as to participate in educational and professional development opportunities. Fellows who complete their commitment, receive a favorable evaluation, and want to continue working at the Department will be given special consideration for full-time employment beyond the one-year appointment.

Eligibility

Fellows must have past or current lived experience within a human service system in order to be eligible to apply. In addition, candidates must have received a bachelor’s degree in a related field between March 2013 and June 2015. Candidates who have completed education beyond a bachelor’s degree are also eligible as long as their bachelor’s degree was completed between March 2013 and June 2015. Although there is no city of Pittsburgh residency requirement, candidates must be willing to move to the Pittsburgh region by the summer of their Fellows year. Candidates are from diverse backgrounds and are selected on the basis of a variety of factors, which may include a combination of personal and academic experience, employment or volunteer experience, leadership potential, and commitment to public service.
**Application Process**

To be considered for the Fellows program, applicants must provide:

- A fully completed application form
- A resume
- Two completed application essays, as outlined in the Fellows application form
- Two letters of recommendation (one from an academic setting and one from outside an academic setting – for example, an employer or community member who has known you for at least six months and can speak to your specific qualifications for the position)
- An official transcript from every post-secondary educational institution attended

Application materials must be submitted and post-marked no later than January 16, 2015. Completed application materials should be e-mailed to fellows@alleghenycounty.us or mailed to the address below.

A committee of reviewers from DHS will review and evaluate all applications. The top candidates will be invited to interview in person at the DHS offices in Pittsburgh in March 2015. The interview process consists of an individual interview before a small panel consisting of DHS staff and community leaders. Applicants are evaluated on the quality and completeness of their application materials as well as their overall performance in the interview process. Candidates will be informed of their status by late April 2015, and the Fellow will be working in June or July 2015.

Scholars will be employed by Great Lakes Behavioral Research Institute.

**Additional Information**

The application form, answers to frequently asked questions and the Fellows in Local Government brochure can be accessed at www.alleghenycounty.us/dhs/fellows.aspx

Any additional questions can be directed to:

**Kelly Wilkinson**  
Attn: Fellows in Local Government application  
Allegheny County Department of Human Services  
One Smithfield St., 4th Floor  
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Email: fellows@alleghenycounty.us  
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