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City and County of San Francisco
Department on the Status of Women



Public Policy Fellow Focused on Women's Human Rights

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The San Francisco Department on the Status of Women is seeking Women is seeking a college or graduate student or recent college graduate for the Public Policy Fellow position that will be focused on Women's Human Rights. The fellowship will run for a 10-month period from September 2018 – June 2019. The Fellow will be expected to work in the Department's Civic Center office, Monday through Thursday during regular business hours, and occasional evening events, for approximately 32-hours a week. A stipend of \$15/hour is available for the Fellow position. The position reports to the Department's Director of Workplace Policy & Legislation.

About the Fellowship

The fellow will be focused on issues relating to women's human rights and gender equity in the workplace. The fellow will spend a significant portion of their time working on the Gender Equality Principles Initiative, a groundbreaking program that helps businesses and organizations advance gender equity in the workplace through the implementation of seven comprehensive principles and the Gender Equity Challenge, an event hosted annually that highlights model practices from Bay Area companies. The fellow will also support the Department's legislative agenda, gender analysis reports, and the Bay Area Women's Summit.

Examples of Activities and Tasks

The Public Policy Fellow will be expected to carry out the following tasks:

- Coordinate the Gender Equity Council, comprised of representatives from business, government, and advocacy, and conduct outreach to Bay Area companies and professional organizations to increase awareness about the Gender Equity Challenge and share best practices;
- Plan, coordinate, and execute logistics for the 2019 Gender Equity Challenge Forum in consultation with Department staff;
- Maintain and update Gender Equality Principles website and social media accounts, identify and post new resources, research, and articles to advance gender equity in the workplace;
- Monitor state and local legislation and draft letters, memos, and fact sheets;
- Analyze data and create charts, graphs, and summaries;
- Other research and assignments as needed.

Application Submission and Deadline

Applicants should send a resume a cover letter that addresses the following:

- Reason for interest in the Department on the Status of Women;
- Experience relevant to issues of gender equity in the workplace and women's human rights;
- Administrative experience and organizational skills;
- Experience working with social media and/or website management;
- Experience with data collection, analysis, and report writing;
- Ability to work independently.

Submit application materials in one of the following methods:

Email DOSW@sfgov.org with "Human Rights Fellowship [First and Last Name]" on the subject line.

Mail: Department on the Status of Women
ATTN: Human Rights Fellowship
25 Van Ness Avenue, Suite 240
San Francisco, CA 94102

Applications will be accepted until position is filled. Interviews will be held as applications are received. Start and end date is negotiable.

Individuals from diverse backgrounds and experiences are encouraged to apply. The Department is dedicated to nondiscrimination principles, equal opportunity employment, and does not discriminate. Applicants will be considered regardless of their sex, race, age, religion, color, national origin, ancestry, physical disability, mental disability, medical condition (associated with cancer, a history of cancer, or genetic characteristics), HIV/AIDS status, genetic information (height or weight), marital status, sexual orientation, gender, gender identity, gender expression, political affiliation, military and veteran status, or other protected category under the law.