



CENTER FOR
COMMUNITY LEADERSHIP



ORGANIZING APPRENTICESHIP FREQUENTLY ASKED QUESTIONS (FAQS)

Including:

- What is the timeline?
- What are the program benefits for Apprentices?
- What are the general program requirements for Apprentices?
- What are the program benefits for Host Sites?
- What are the general program requirements for Host Organizations?

What is the timeline?

- CCL's application for the Organizing Apprenticeship opens each year in January.
- Apprentice's and Host Sites have until March to complete the application
- After completing the application you will receive instructions for submitting additional documentation.
- After reviewing applications, strong applicants will be invited to attend an interview. Interview invitations will be sent on a rolling basis.
- Following the interview, selected candidates will be matched with a Host organization via the CCL Matching Process.
- Participation in the CCL program is contingent upon making a successful match with a CCL host site.
- From September through June Apprentice's are at their host site 4 times a week, and spend one day in the classroom, either at ANHD or Public Allies.

What are the program benefits for Apprentices?

- Apprentice will receive a minimum monthly stipend of \$1,700 plus fully paid health insurance for the ten month term. The stipend is paid in biweekly taxable installments.
- Apprentice will get ten months of intensive, high quality training and formal instruction regarding how to create and sustain positive community change and on how to build a career pathway as a community change specialist.
- Apprentice will have access to child care, food stamps and other benefit programs as may be appropriate.
- Each Apprentice who successfully completes the program will have access to an educational grant by Public Allies/AmeriCorps.
- Apprentice will be included in the PANY and CCL alumni networks upon successful completion of the program.

What are the general program requirements for Apprentices?

- Applicants must be 18 years of age by the start of the apprenticeship.
- There is no educational requirement; however, conversational level English reading and writing skills are necessary.
- Applicants must meet all US work requirements.

- Applicants need to be able to work a minimum of 42.5 hours/week during a five day week for the duration of the ten month term. Monday to Thursdays will be full time work days at the Apprentice's worksite with almost all Fridays during the term being a full day of training and/or formal instruction with CCL and/or PANY. Although there will be some evening and weekend work, most weekends are work free.
- The program is required to request disclosure of criminal convictions and conduct a criminal background check. However, a criminal conviction history does not mean automatic rejection or dismissal from the program. If you are interested in the program and have a criminal conviction, you are still encouraged to apply; program staff will help you navigate the process in a manner that will protect both your privacy and dignity to the greatest extent possible.

What are the program benefits for Host Sites?

- Apprentices bring a diverse range of skills and experiences, ensuring that the staffing support provided by a CCL Apprentice directly increases the host organization's internal capacity.
- The training the Apprentices receive is tailored to the work of community change institutions, consequently the skills acquired can be immediately applied to the host site's work.
- Host institutions have the opportunity to help develop the next set of leaders movement-wide.

What are the general program requirements for Host Organizations?

Administrative and Fiscal

- Must be a member in good standing of either the Association for Neighborhood and Housing Development or the New York Immigration Coalition networks.
- Must be a NYS non-profit corporation or a non-profit corporation authorized to do business in NYS.
- Must be a 501(c)(3) federal tax-exempt organization or have a fiscal sponsor for 501(c)(3) purposes. Please provide a copy of your 501(c)(3) certification or your fiscal sponsor agreement and the 501(c)(3) certification of the fiscal sponsor.
- Provide information concerning the organization's fiscal year (start/end).

Selected host organizations are required to pay a commitment fee of \$15,950 payable to ANHD. This contribution covers a portion of the apprentice's stipend costs (\$14,500), FICA costs (\$1,300) and administrative costs (\$150). The program covers the full cost of the apprentice's health care (\$1,470), child care, a portion of the stipend (\$2,500) and provides an education award of \$5,650 post-service. Apprentices are paid a total of \$17,000 and contribute 1,700 hours of service for the ten months - September through June.

Operational

- Must be a community-based or community-focused organization (or group) doing community organizing, community change or leadership development work within an underserved or disadvantaged neighborhood of New York City.
- Community organizing or leadership development must be central to how the host organization does its work.
- The host site must be able to identify an experienced (at least three years of experience) supervisor who will serve as mentor for the apprentice during the 10 month period.