



## **Policy Programs Contractor Scope of Work**

### **Description:**

The Islamic Scholarship Fund (ISF) is a fast-growing non-profit organization that increases representation in media, film, and public policy by awarding merit-based scholarships, film grants, and facilitating internships, fellowships, and mentorship opportunities.

### **Position:**

We are looking for a contractor to help advance ISF's policy programs. This role has the potential to become a full-time employee in the future, and we are looking for candidates who would be interested in growing with ISF if successful.

The contractor will direct and provide strategic vision for the congressional policy internship, congressional fellowship, and Bridge Program, which places aspiring public servants into careers in government. The contractor will work closely with the Policy Programs Coordinator to cultivate ISF's relationships with congressional and state legislative offices as well as nonprofits and think tanks. Furthermore, the contractor will engage and support ISF alums by planning peer-2-peer mentorships, professional development, and networking events.

### **Time Commitment:**

- 15-20 hours a week from April to December 2025 with potential for extension.

### **Minimum Qualifications:**

- 3-5 years of policy and/or public service experience with a basic understanding of Congress and policy making
- Strong critical thinking skills
- Excellent communication and interpersonal skills
- Ability to multitask, be efficient, and work under multiple deadlines
- Comfortable with both strategic and hands-on work

### **Desired Qualifications:**

- Prior experience working for a state or federal representative
- Robust professional network in the DC area



## **Responsibilities:**

### **Congressional Internship & Congressional Fellowship:**

- Cultivate relationships with staff from nonprofits, think tanks, and congressional and state legislative offices.
- Provide strategic guidance and direct the outreach team to reach qualified candidates committed to public service.
- Work with the program manager to oversee the creation of the application
- Recruit judges to serve on the selection committee and support the program manager with the selection process.
- Work with the policy programs coordinator to oversee the onboarding process and facilitate programming during internships.
- Act as a liaison between ISF interns and fellows and congressional offices, and support interns and fellows during their internship and fellowship

### **Bridge Program:**

- Build and implement processes that place ISF alums into nonprofit, government, and other policy positions
- Identify and cultivate partnerships with nonprofits, congressional offices, and government agencies to create career opportunities for ISF alums.
- Provide ISF alums with mentorship opportunities, plan networking events, facilitate professional development opportunities, and provide one-on-one guidance for career development.

### **Compensation:**

\$35-\$50 per hour. Pay commensurate with experience.

### **To Apply:**

- Please send resume and a brief statement of interest to [talent@islamicscholarshipfund.org](mailto:talent@islamicscholarshipfund.org)
- No calls, please.