HELLENIC CENTER
6506 Bells Mill Road, Bethesda, Maryland 20817 | www.helleniccenter.org

The Hellenic Center Youth Journalism & Communications Fellowship Award

Position Overview & Applicant Guide

The Hellenic Center Youth Journalism & Communications Fellowship Award is a **paid, part-time internship** designed to provide a high school or undergraduate college student with hands-on professional experience. The Fellow will specialize in journalism, nonprofit communications, social media management, event coverage, community engagement, and organizational operations. Working directly with Hellenic Center leadership, the Fellow serves as a vital dynamic bridge between the organization and the younger generation of the Hellenic-American community.

This position balances meaningful, portfolio-building professional experience with a mission to help the Hellenic Center expand its reach, modernizing how it shares its cultural legacy, events, and community impact.

Primary Responsibilities

Social Media & Digital Communications

- **Campaign Strategy:** Develop and maintain a structured monthly social media calendar.
- **Event Promotion:** Design and schedule posts to drive engagement and attendance for upcoming initiatives.
- **Live Coverage:** Provide live or near-live multimedia updates during high-profile events.
- **Multimedia Production:** Capture high-quality photography and create short-form video content (Reels/TikTok/Shorts).
- **Audience Growth:** Identify and execute digital strategies specifically targeted at increasing engagement among youth demographics.
- **Analytics Monitoring:** Track engagement metrics and provide regular recommendations to maximize digital reach.

Event Communications & Documentation

- **Pre-Event Marketing:** Assist in preparing and distributing promotional materials before major functions.
- **On-Site Documentation:** Coordinate event photography, conduct real-time interviews, and highlight key honorees, performers, and guests.

- **Post-Event Archiving:** Write comprehensive event summaries and compile media assets for future organizational archives.

Journalism & Storytelling

- **Event Reporting:** Attend selected Hellenic Center events and activities to produce timely articles, recaps, and feature stories.
- **Community Profiles:** Interview event participants, community leaders, keynote speakers, trustees, and guests.
- **Content Sourcing:** Identify and develop compelling story angles relevant to the contemporary Hellenic-American community.
- **Cultural Research:** Investigate topics relating to Hellenic history, philanthropy, education, and modern community achievements.
- **Editorial Assistance:** Help draft, edit, and compile the center's newsletters, press releases, and print/digital publications.

Administrative & Organizational Support

- **Executive Assistance:** Support the Hellenic Center Secretary and leadership team with select administrative projects.
- **Meeting Operations:** Attend leadership sessions to maintain clear meeting notes and track actionable items.
- **Information Design:** Organize incoming communications, maintain organizational calendars, and prepare briefing materials.

Note: Administrative tasks are carefully structured to support professional development and will not serve as the primary focus of the role.

Fellowship Structure & Logistics

- **Expected Commitment:** A flexible, part-time schedule. Exact hours and weekly timelines are determined annually based on organizational needs and the student's academic availability.
- **Duration:** The program runs for a **12-month period**.
- **Scheduling Flexibility:** Because major Hellenic Center programs often occur on evenings and weekends, reasonable scheduling flexibility is required.
- **Supervision & Mentorship:** The Fellow reports directly to a designated Hellenic Center Trustee or Executive Board member. Regular one-on-one check-ins will

cover communications priorities, editorial reviews, social media analytics, and ongoing professional goal-setting.

Compensation & Award

- **Financial Award:** The recipient of the Fellowship Award will receive a **$4,000 award**, disbursed upon the successful completion of the **12-month fellowship period**.

Professional Development & Outcomes

Core Skill Acquisition

- Professional Journalism & Interviewing
- Public Relations & Digital Marketing
- Social Media Strategy & Analytics
- Multimedia Content Creation (Photo/Video)
- Nonprofit Management & Leadership
- High-Level Community Engagement

Networking & Strategic Opportunities

- Direct introductions to media professionals, journalists, educators, business leaders, and diplomatic figures within the Hellenic-American network.
- **Professional Portfolio:** The Fellow is fully authorized to retain copies of all published articles, digital campaigns, photography, and video projects to build a robust professional portfolio for future academic or employment applications.
- **Formal Evaluation:** Upon completion of the term, the Fellow receives a formal written evaluation, letter of recommendation, and official recognition of service from the Executive Board.

How to Apply

The Hellenic Center welcomes applications from motivated high school and undergraduate college students. To apply for the Fellowship Award, please submit the following materials to the Hellenic Center leadership team:

1. **Resume / CV:** Detailing your academic background, school activities, volunteer work, and any relevant experience.

2. **Cover Letter:** A brief statement explaining your interest in the position, your connection to or interest in Hellenic culture, and how this role aligns with your goals.
3. **Writing & Media Samples:** 1–2 examples of your work that showcase your communication skills. These **do not** need to be professionally published. Examples include:
    - *Writing:* School newspaper articles, well-graded essays, research papers, or blog posts.
    - *Digital Content:* Social media posts, graphics, reels, or video clips created for a school club, team, or personal project.
    - *Creative Work:* Photography portfolios, short scripts, or storytelling pieces.

- **Application Deadline: Sunday, February 28th, 2027, by 11:59 PM EST**
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Our Commitment

The Hellenic Center views this Fellowship Award not merely as a student job, but as a deliberate **investment in the next generation of leaders**. We commit to providing our Fellow with genuine organizational responsibility, rigorous professional mentorship, and a public platform to develop their voice while keeping Hellenic ideals alive, active, and resonant for a new generation.

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The Hellenic Center Youth Journalism & Communications Fellowship Award

Official Application Form

Application Deadline: Sunday, February 28th, 2027, by 11:59 PM EST

*Please complete all sections of this application form. Submit the completed form along with your **Resume**, **Cover Letter**, and **1–2 Writing/Media Samples** to the Hellenic Center leadership team.*

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1. Applicant Information

- **Full Name:** _____
- **Email Address:**
  _____
- **Phone Number:**
  _____
- **Current Address:**
  _____

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2. Academic Background

- **Current Academic Level (as of current term):**
  [ ] High School Student [ ] Undergraduate College Student
- **Name of School / Institution:** _____
- **Current Grade Level / Year:** _____
- **Anticipated Graduation Date:**
  _____
- **Major / Area of Study (if applicable):** _____

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3. Skills & Interpersonal Interests

Please check the areas you are most interested in developing during this 12-month fellowship program (Select all that apply):

[ ] News Writing & Reporting
[ ] Photography & Photo Editing
[ ] Social Media Management
[ ] Video Production / Reels / Shorts

[ ] Interviewing & Storytelling
[ ] Nonprofit Management
[ ] Graphic Design / Event Promotion
[ ] Administrative Coordination

4. Availability & Scheduling

Because the Hellenic Center hosts signature community programs and events, parts of this fellowship require attendance on evenings or weekends.

- **Are you available to assist with occasional evening and weekend events?**
  [ ] Yes [ ] No [ ] Conditional *(Please explain below)*
- **Notes on availability:**
  _____
  _____
  _____

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5. Application Checklist

Please verify that you have attached the following components before signing:

- [ ] **Completed Application Form**
- [ ] **Current Resume / CV** (Including school activities, volunteer work, or past jobs)
- [ ] **Cover Letter** (Highlighting your interest, your connection to Hellenic culture/ideals, and your goals)
- [ ] **1–2 Writing or Media Samples** (School essays, articles, social posts, or photography portfolios—*unprofessional/unpublished samples are highly encouraged*)

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6. Acknowledgment & Signature

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that this program requires a 12-month commitment and that the $4,000 completion award is contingent upon fulfilling the active terms and professional responsibilities of the Fellowship Award.

Applicant Signature: _____ **Date:** _____

(For applicants under 18 years of age)
Parent/Guardian Signature: _____ **Date:** _____