

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

GREEN FELLOWS PROGRAM

The Green Fellows Program is an initiative administered by the Department of Energy and Environment (DOEE). Each year, candidates apply for the title of DOEE Green Fellow and enter a highly competitive paid program, which provides four graduate students with experience in the fields of public administration, public policy, energy, sustainability and the environment.



DOEE Green Fellowships begin in January. During their service, Fellows work with DOEE experts across the Department's four Administrations: Urban Sustainability, Environmental Services, Energy, and Natural Resources. Fellows can expect to work approximately 875 hours over five to nine months.

DOEE Fellows perform a variety of assignments designed specifically to enhance their public service values, environmental knowledge, and project management abilities. Specifically, Fellows will have the opportunity to organize, lead, work with stakeholders, prepare and present complex, analytical written documents and oral reports and briefings for officials within the Department, including senior staff and the Department Director.

ELIGIBILITY REQUIREMENTS

To be eligible to participate in DOEE's Green Fellows Program, applicants must meet the following criteria:

- Accepted for enrollment, are enrolled in, or completing graduate or post-graduate studies (including law school) at an accredited District of Columbia-based University¹.
- Focus of study should include one of the following (or related) fields: environment, energy, engineering, sustainability, water resources, public policy, urban planning, business, public administration, communications, law, innovation, and information technology.
- Have good academic standing.
- US Citizen or Legal Non-Citizen Resident Status.

COMPENSATION AND BENEFITS

- Fellows will be paid \$20 per hour during the duration of their fellowship.
- Fellows can expect to work a total of 875 hours over five to nine months.
- Fellows are expected to work 24 hours per week and no more than 36 hours.
- Exact months and hours for tour of duty will be determined on a case-by-case basis (depending on the applicant's college or university schedule).
- Participation in the DOEE Fellows Program is considered a temporary "time-limited" appointment in the Career Service position. Under this designation Fellows accrue annual and sick leave after 90 days of employment but are NOT eligible for other employee benefits such as health insurance.

¹ Eligible Universities include Georgetown University, Trinity Washington University, American University, Catholic University of America, Gallaudet University, Howard University, George Washington University and the University of the District of Columbia.

SELECTION CRITERIA

The application process includes an on-line application. Selection of Semi-Finalists includes validation of eligibility, complete application, and online application assessment scores. Semi-Finalists are then invited to participate in an interview. Interview scores are factored into the selection of the Finalists.

On-Line Application

Applicants are required to apply [online](#) and select the Fellowship opportunity that aligns with their interests and skills. Applications must include the following information:

- Cover Letter and Resume
- Responses to Fellowship Specific Questions
- One Letter of Recommendation
- Unofficial Transcript or Letter of Admission
- Three References

Applications will NOT be accepted via email, traditional mail or in-person.

Applications will be reviewed by DOEE and assessed accordingly. The applicant's experience, educational background, question responses, and letters of recommendation will be reviewed. As part of the application certification process, applicants will attest they have worked independently and all statements made are true.

Interview Assessment

Those selected as Semi Finalists will be invited to participate in an interview. Semi-Finalists will receive an invitational email, including any deadlines.

Semi-Finalists should allow ample time for arrival and travel. No assessments are conducted on District holidays or weekends.

PROPOSED SCHEDULE

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| • Mid October | Fellowships Posted |
| • Mid October – Late November | Application Window |
| • Late November – Early December | Internal Review |
| • Early December | Semi-Finalists Notified |
| • Early December | Semi-Finalist Interviews |
| • Mid December | Selected Candidates Notified |
| • Early January | Fellowships Begin |



GREEN FELLOWS PROGRAM FREQUENTLY ASKED QUESTIONS

Do I need to be a District resident to apply for a Green Fellowship?

- No. However, you must be accepted for enrollment, enrolled in, or completing graduate or post-graduate studies (including law school) at an accredited District of Columbia-based University².



Do I need to be a U.S. Resident to apply for a Green Fellowship?

- To apply to must either be a US Citizen or Legal Non-Citizen Resident Status that can verify their work status on their I-9 Immigration Form.

Can I apply to more than one of Fellowship opportunity if I am interested in multiple areas?

- No. We encourage applicants to apply for the opportunity that most closely aligns with their interests, experiences and skills.

Can I get credit from my University while being a paid Green Fellow?

- This depends. The decision to receive school credit for your Fellowship will be made by your College or University. If your school allows credit for completing the Green Fellowship program, you are responsible for completing your school's credit requirements.

I am interested in a Fellowship, but can only work in the Winter, Spring and-or Summer. Can I still apply and be selected?

- Yes. If the project you are selected to work on is not time sensitive, you can work in the winter, spring and-or summer. As long as you are able to complete the necessary hours, we will work with you in regards to your schedule and availability.

Do Green Fellows receive benefits?

- After 90 days of employment, Green Fellows accrue annual and sick leave but are not eligible for other benefits such as health insurance or transit stipends.

What rules apply to Green Fellows? Do I need to complete a drug test for the Green Fellow application?

- A drug test is not required; however Green Fellows must adhere to all District of Columbia Rules and Regulations as required by a paid part-time position.

I am a law, business, medical or PhD. student? Can I apply?

- Yes. Law, business, medical and PhD. candidates can apply to the Green Fellows program.

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