



UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS  
OFFICE OF THE CLERK  
1 COURTHOUSE WAY  
BOSTON, MASSACHUSETTS 02210

**ROBERT M. FARRELL**  
CLERK OF COURT

**USDC FELLOWSHIPS – DEPUTY COORDINATOR/COORDINATOR  
POSITION DESCRIPTION  
SUMMER 2022-2023**

**OVERVIEW**

The Nelson and Lindsay Fellowships are named for David S. Nelson and Reginald C. Lindsay, both of whom were appointed as Judges to the United States District Court for the District of Massachusetts. The Nelson Fellowship is made up of approximately twelve high school students who attend area city schools. The Lindsay Fellowship is comprised of approximately six college students, preferably in their junior year, who have expressed a strong interest in attending law school.

Two positions, offering a stipend, have been created to oversee the fellowships – Coordinator and Deputy Coordinator.

The Nelson Fellow/Lindsay Fellow Coordinator (“the Coordinator”) is responsible for the day-to-day operations of the two Fellowships. Typically, the Coordinator serves a two-year term with the Court - the first year as the Deputy Coordinator, the second as the Coordinator. The Coordinator takes direction from the Judges of the Fellowships’ Steering Committee and the Public Information Specialist.

The Nelson Fellow/Lindsay Fellow Deputy Coordinator (“the Deputy Coordinator”) works closely with the Coordinator. Typically, the Deputy Coordinator serves a two-year term with the Court – the first year as the Deputy Coordinator, the second as the Coordinator. The Deputy Coordinator takes direction from the Judges of the Fellowships’ Steering Committee, the Public Information Specialist, and the Fellowship Coordinator.

**TERM OF SERVICE**

The Coordinators typically serve from one week before the start of the Lindsay Fellowship, until one week after the conclusion of the Nelson Fellowship program. Specific dates will be set each year by the Judge chairing the Steering Committee.

## **PROGRAM FORMAT**

In 2021, the program was held successfully in a hybrid format due to the COVID-19 pandemic. Determinations on the 2022 program format will be made closer to the start date in consideration with the latest state, Court, and CDC guidance.

## **QUALIFICATIONS**

The Coordinator and Deputy Coordinator will each be at least college sophomores at the time of application; preference will be given to former Nelson or Lindsay Fellows.

## **JUDGMENT AND ETHICS**

The Coordinators must have a working knowledge of the *Code of Conduct for Judicial Employees* and court confidentiality requirements. The Coordinators must consistently demonstrate sound ethics and judgment.

## **REQUIRED SKILLS**

### **WRITTEN AND ORAL COMMUNICATION AND INTERACTION**

The Coordinators must be able to communicate with a wide array of individuals.

### **INFORMATION TECHNOLOGY**

Proficiency in the use of automated equipment, including Word, and email (Microsoft Outlook) is required. Zoom and Teams familiarity is preferred.

### **INTERACTIONS WITH JUDICIARY CONTACTS**

The Coordinators will interact regularly with the Judges of this Court, the Judges' staff, Clerk's Office staff and individuals from other court-related agencies such as the US Attorney's Office, the Federal Defender Office, the Probation Department and the Circuit Library.

### **INTERACTIONS WITH EXTERNAL CONTACTS**

The Coordinators will interact with a variety of external contacts as the schedule for each program is formulated. The Coordinators will conduct themselves in such a way that properly represents the Court.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The Coordinators normally work in an office setting. If the summer is held fully or partially remotely, Coordinators will work remotely and meet via Zoom. If held fully or partially in person, the Coordinators will accompany the Fellows on field trips that may involve physical activity.

## **RESPONSIBILITIES**

The responsibilities for the Fellowships are shared between the Coordinator and the Deputy Coordinator. Additional duties may be assigned, as needed.

Representative duties include:

- Orientation sessions: each Fellowship class will be required to attend a half day orientation session a week before the term begins. The Coordinator and Deputy Coordinator will be responsible for preparing the documentation and presenting the program along with the Public Information Specialist;
- Supervision of the Fellows: the Coordinators will monitor the Fellows' activities, to guarantee compliance with the terms of the Fellowship, specifically but not limited to verifying that each Fellow reports to chambers (or Zoom) each day, and is actively involved in chambers activities;
- Planning activities: the Coordinators will contact outside agencies and/or individuals to plan activities for each Fellowship;
- Attend regular (weekly) meetings with the Judges of the Steering Committee; and
- Perform a variety of administrative duties, including, but not limited to:
  - Coordinating with the Clerk's Office Human Resources staff to register Fellows and complete required Fellowship paperwork;
  - Coordinating with the U.S. Marshals to issue identification badges and the return of the badges at the end of the term;
  - Certifying the hours of each Fellow each week;
  - Coordinating the creation and distribution of the annual Nelson/Lindsay Fellows newsletter; and
  - Arranging buses for offsite activities.

**HOW TO APPLY:**

By **March 1, 2022**, submit all of the following documents: (1) a cover letter, (2) a current resume, (3) transcript and (4) a letter of recommendation. (Note: transcript can be unofficial.)

Please send your application to: Carolyn\_Meckbach@mad.uscourts.gov  
(USDC-MA Public Information Specialist)

(Subject line should be: “Fellowship Coordinator/Deputy Coordinator Position”)

**Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Please direct any questions regarding this position to Carolyn\_Meckbach@mad.uscourts.gov or call 617-320-8554.