



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

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**ROBERT M. FARRELL**  
CLERK OF COURT

**USDC FELLOWSHIPS – DESCRIPTION OF COORDINATOR POSITIONS  
SUMMER 2023-2024**

**OVERVIEW**

The Nelson and Lindsay Fellowships are named in honor of the late 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. The Coordinator serves a two-year term with the Court – starting the first year as the Deputy Coordinator and the second year as the Coordinator. The Coordinator takes direction from the Judges of the Fellowships’ Steering Committee and a Court administrator.

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

**TERM OF SERVICE**

The Coordinators serve 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.

## **PROGRAM FORMAT**

In 2022, the program was held successfully in a hybrid format due to the COVID-19 pandemic, with majority of the time in person. Determinations on the 2023 program format will be made closer to the start date in consideration with the latest state, Court, and CDC guidance.

## **QUALIFICATIONS**

The Deputy Coordinator should be a college sophomore at the time of application; preference will be given to former Nelson or Lindsay Fellows, but all applications will be considered.

## **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 remote, Coordinators may work remotely and meet via Zoom on the remote days. The Coordinators will accompany the Fellows on field trips that may involve some 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 is 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;
- 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 daily, and is actively involved in chambers activities;
- Planning activities: the Coordinators will contact outside agencies and/or individuals to plan activities for the Fellowships;
- Attend regular (weekly) meetings with the Judges of the Steering Committee; and
- Perform a variety of administrative duties:
  - Work with the Clerk's Office Human Resources staff to register Fellows and assist Fellows with providing necessary paperwork to HR;
  - Work with the U.S. Marshals to issue identification badges and the return of the badges at the end of the term;
  - Certify the hours of each Fellow each week;
  - Coordinate the creation and distribution of the annual Nelson/Lindsay Fellowship newsletter; and
  - Arrange transportation for offsite activities.

**HOW TO APPLY:**

By **March 1, 2023**, 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: Katherine\_Thomson@mad.uscourts.gov  
Fellowship court administrator

(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 Katherine\_Thomson@mad.uscourts.gov or call (617) 748-4736.