

Communications Coordinator 2025-2026 Stipend Agreement

This is to confirm that I, _____ (“Participant”), understand that I will receive a stipend of \$1,000, for the period of July 1, 2025 through June 30, 2026 from “**URBAN Network**” a project of Community Partners, to be the communications coordinator between the National Planning team and my local node as part of my participation in the National Planning Team Program (“Program”). One payment of \$1,000 will be dispersed by URBAN National unless specified by the leadership of the local Node. Individuals engaged in the full year are eligible to attend the event happening that year (e.g. summer institute, conference, planning team retreat) with travel and accommodation expenses paid. Additionally, as an URBAN Communications Coordinator, you’ll collaborate with high-impact mentorship, amplify community-driven research, and connect with a national network of scholars and organizations—offering standout opportunities to strengthen your academic profile, expand your professional reach, and advance your career in community based research and communications.

Program Description

The communication coordinator program includes one individual per URBAN node who is assigned to the role of communication coordinator for their node. All of the Communication Coordinators meet bi-weekly as a learning community to 1) share node updates on communication-related topics and 2) continue building out URBAN’s communications strategy. We liaise between the nodes and the URBAN National Planning Team.

Responsibilities of Participant

I understand that, in order to receive this stipend, I must satisfy the following conditions:

- **Stay up to date on Podio.** Podio is the platform we use to communicate as a team. On Podio, you can create and store files, post team updates, organize projects, etc. (Don’t worry, Podio takes a minute to get used to. If you have any Podio-specific questions, feel free to email Juliet at urbanfellow@urbanresearchnetwork.org).
- **Connect with URBAN’s national social media manager** to advertise node events. (If you have any social-media-specific questions, feel free to email Paige Bray.
- **Provide bi-monthly updates of your node’s activity.** We typically share these updates verbally during our bi-weekly meetings. Meetings are often reduced to once monthly during the summer months and updates will only be expected at that frequency.

Additional Obligations

- ▶ I understand that my commitment to this learning community includes group norms and expectations as set by the individuals engaged in the community. I agree to adhere to these expectations and understand that violation can result in removal from the program.
- ▶ I understand that I will be obligated to declare any stipend award I receive on my tax return.

Direct Deposit Information:

Please follow this link to our fiscal partner to be set up for direct deposit: <https://arsl.at/ZGy2dV8m>

Certification and Signature

I hereby accept the conditions set forth above and accept this award. I certify that all information provided to Community Partners is true and correct.

Participant Signature

Date

*Community Partners reserves the right to verify that the information above is true.

*Participants must submit a W-9 to Community Partners