Hispanic Leadership Development Fellowship FAQs

Applying
- What is required to apply for the fellowship?
  - Be a current graduate student or have a graduation date from a Master’s program within 2 years
  - Strong interest in working in HHS
  - Ability to relocate to Washington, D.C
  - Eligible to work in the United States
  - Must be a current NHMA Member (Student membership $20)
- Do I need to be a U.S. citizen to apply for the fellowship program?
  - No, but, you must be eligible to work in the United States to apply for the fellowship.
- What if I have problems with the fellowship application site?
  - If you experience issues with the application, please contact Maegan Samuel (msamuel@nhmamd.org).
- When will I be notified about my application?
  - Candidates will be notified the week of May 13, 2024.

Logistics
- How long is the fellowship?
  - The fellowship is 9-months.
- What are the program dates for the 2024-2025 fellowship?
  - September 1, 2024-May 30, 2025
- When would I need to be in Washington, D.C. by?
  - NHMA recommends that you arrive in DC the week of August 26.
- Does this fellowship offer remote work if I am unable to relocate to Washington, D.C?
  - No. This is an in-person fellowship. Although some host sites may allow for telework opportunities, you are expected to relocate to the DC area.
- How many fellowship positions are available?
  - NHMA has 10 slots.
Does this fellowship provide housing? Or Salary?
  - NHMA will not provide housing. Fellows are responsible for securing housing for the 9-month fellowship. NHMA will offer resources and support to assist fellows in finding housing.
  - Fellows will be paid a salary of $52,500 for the duration of the fellowship.
    - Funding for housing costs will be provided via the stipend.

Can fellows room together during the fellowship?
  - Yes. NHMA encourages the fellows to room together, although co-ed roommate situations is not permitted.

Will NHMA cover travel costs to and from Washington, D.C.?
  - Yes. NHMA will cover relocation costs (up to $575) associated with one round trip to and from the DC area.

Will I be provided health insurance?
  - Yes, NHMA will provide fellows health insurance for 9 months.

Am I allowed to request days off or sick leave?
  - Yes. You can request time off during the fellowship. First, notify your host site you are requesting time off and obtain approval following the call-out procedures in place. After receiving approval from the host site, notify NHMA of the date(s).

About the Fellowship

Will I be a full time federal employee?
  - Although you will receive government issued items, you will not be considered a full-time federal employee, but a NHMA Contractor.

If I am not accepted, am I eligible to apply again for the next cohort?
  - Yes. You are able to apply again. The next application period will open November 2024.

What is the time commitment during the program?
  - Fellows are expected to be at their host sites 5 days a week for 8 hours a day.
  - Fellows are expected to participate in two (2) hours, weekly, of experiential learning.

What are some Host Sites that fellows were placed in the past?
Do I get to choose my own Host Site?
- No. Although you are not able to select your host site you will have the opportunity to list your preferences. Your preferences will be taken into consideration during the matching process.

Can I switch my Host Site if I do not like my placement?
- There is no guarantee that you will be able to switch your host site and NHMA strongly recommends against this action.

How does the program choose my Host Site?
- Fellows are paired with a host site based on the fellow’s public health goals and interests, current/previous work experience, and academic background. The host site’s needs and proposed projects will be also taken into consideration.

When will I be able to begin my placement after a match is made?
- Candidates will need to undergo a background investigation prior to beginning a placement at an HHS host site. The timeframe for the process varies by Office/Agency.