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Fellowship Job Description

**Organization name** (and applicable abbreviations)**:**

**Organization City** (primary work location)**:**

**Website URL:**

**Organization Mission Statement** (and/or any other relevant information you feel would be helpful to understanding the organization):

**Anti-Discrimination Statement/Policy:**

**Supervisor Name:**

**Supervisor Title:**

Fellowship Overview

**Will this be a Summer or Yearlong Fellowship?**

**Job Title:**

**Job/Role Overview:**

**Primary Responsibilities/Job Duties:**

**Duration of Fellowship** (number of weeks)**:**

**Average hours per week:**

**Describe the on-site vs. remote expectations of this position** (if hybrid, please include percentage of in-person/remote)**:**

**Are there any specific expectations regarding remote work of which the fellow should be aware** (e.g., fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in)**?**

**Describe what a typical week as a PIFP fellow in your office might look like:**

**Pay per hour:**

**Additional benefits offered to the fellow:**

The Fellowship Experience

**Through this role, the fellow will build capacity in this organization by:**

**The fellow will contribute to societal systemic change during this fellowship by:**

**The fellow may also engage in direct service and impact the community in the following ways:**

**The fellow may have the opportunity to learn/enhance the following skills/competencies.**

* **Career and Life Design-**The ability to proactively manage your personal and professional growth throughout your life journey.
* **Communication-**The ability to articulate thoughts and ideas clearly and effectively to exchange information, using a broad range of communication styles, appropriate platforms to deliver and receive messages, and effectively communicate to different audiences in a variety of situations.
* **Critical Thinking-**The ability to exercise sound reasoning to analyze information, make decisions, identify problems, and develop workable solutions.
* **Equity and Inclusion-**The ability to demonstrate awareness, attitudes, knowledge, and skills required to equitably engage and include people from all identities and cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.
* **Leadership-**The ability to recognize and leverage personal and the individual strengths of others to achieve common goals and use interpersonal skills to coach and develop others.
* **Manage Information-**The ability to obtain, critically interpret, use, and communicate information, turning qualitative and quantitative data into knowledge.
* **Personal and Professional Effectiveness-**The ability to demonstrate accountability to self and others through effective habits to be productive in work and life.
* **Teamwork-**The ability to collaborate with others toward a shared goal, participating actively, and maximizing team performance.
* **Technology-**The ability to select and leverage existing technologies and use them ethically to solve problems, complete tasks, and accomplish goals efficiently. Ability to identify, learn, and effectively use new and emerging technologies.

**Please provide specific examples** **about how the fellow might enhance their career readiness** (in the areas above) **during this fellowship in the 2-3 most relevant areas:**

**What support or professional development can the fellow expect from their supervisor, other staff, or the organization?**

Qualifications and Expectations

**Required qualifications/skills/expectations:**

**Preferred** **qualifications/skills/expectations:**

**Advice for applicants considering this fellowship:**

**Applicants interested in this fellowship should answer the following supplemental question on their interest form:**