Organization Name: The Arc Pikes Peak Region

Location (City/State):

Yearlong Fellowship (June 2015-May 2016) [ ] Summer Fellowship (June-August 2015) [x]

About the Fellowship

Title of PIFP Fellow: Public Awareness Fellow

Primary Responsibilities of PIFP Fellow:
To assist in the development and coordination of The Arc-PPR membership recruitment and coordination activities. Assist in the planning and conducting of public relations activities designed to create and maintain favorable public image for The Arc-PPR. Assisting in the planning, development and communication of information designed to keep public informed of The Arc-PPR’s programs, accomplishments, or point of view. Assist in the preparation and distribution of fact sheets, news releases, photographs, or tape recordings to media representatives and other persons who may be interested in learning about or publicizing The Arc-PPR’s activities or message. Assist in promoting goodwill through such publicity efforts as frienraisers, membership recruitment and question/answer sessions. Represents The Arc-PPR during community projects and at public, social, and business gatherings. May research data, create ideas, lay out artwork and contact media representatives. May assist in developing special projects such as campaign fund raisers or public awareness about political issues impacting individuals with intellectual and developmental disabilities. May prepare press releases, fact sheets, and compose letters. Will assist in disseminating facts and information about The Arc-PPR’s activities or programs to general public.

How Fellow Will Contribute to Capacity-Building/Systemic Change:
The Fellow will contribute to the capacity-building and systematic change by helping The Arc-PPR increase its membership numbers. Memberships make up the collective
voice of The Arc-PPR and the disability population residing in El Paso County Colorado. In order to make systematic change, a large organized group is needed to help determine how legislation impacts the disability population.

Training & Networking Opportunities for Fellow:
The Arc-PPR staff will provide a sound orientation of the vision, mission and services of The Arc-PPR and how the organization impacts the community through advocacy, guardianship, education and social opportunities. Should time allow and pertinent training becomes available The Arc-PPR will see to it that the Fellow has every opportunity to attend.

Supervision of PIFP Fellow:
Gin Woolsey, Administrative Assistant/PR
Wilfred Romero, Executive Director

Qualifications Sought in Fellow:
- Junior or Senior level pursuing or obtaining a degree in Education, Art, Film & Media Studies, Music, Theatre and Dance, or Psychology
- Interest in serving and working with the disability population.
- Spanish speaking skills desired but not a requirement.
- Outgoing and friendly personality.
- Well organized and able to conduct multiple task at one time.
- Must enjoy working out in the community.

Skills/Experience Sought in Fellow:

Activism  Advocacy  Campaigning  Children’s issues  Civil rights/social justice  Coalition work  Community/political organizing  Criminal justice  Customer service  Data analysis  Disabilities issues  Diversity issues  Domestic violence issues  Finance/business  Fundraising/development  Government  Healthcare/health sciences  Human services  Journalism/publications (print/online)  Law  Legislative process  LGBTQ issues  Lobbying  Marketing/sales  Performing/fine arts  Other:

Politics  PR/communications  Public speaking  Qualitative research  Quantitative research  Reproductive rights/freedom  Social science research/methodology  Statistical analysis  TV/radio  Volunteer management  Other:  Other:
Economics
Editing
Education
Environmental issues
Event Planning
Film

Technology Skills Required:

- Excel
- Power Point
- Publisher
- Graphic design
- Database management
- Constant Contact
- Social media
- Video/film production
- Website design
- Other:

Certifications Required:

- WFA
- WFR
- First Aid
- CPR
- Other:

Language Skills Required:

- Spanish
- Other:

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**ABOUT THE ORGANIZATION**

**Organization’s Website:**  www.thearcppr.org

**Organization’s Mission and Goals (primary activities & projects):**

To ensure the rights, responsibilities, and participation of children and adults with intellectual and developmental disabilities (I/DD) in society through advocacy, guardianship, education and social opportunities.

The Goals of The Arc-PPR are to:

Increase educational opportunities for parents of I/DD children
Increase services to I/DD adult who fall through the cracks of the waiver system
Increase awareness of The Arc-PPR chapter and the services provided
Increase The Arc-PPR membership to strengthen the voice of the I/DD population in the Pikes Peak Region
Increase social opportunities for the adults and children with I/DD
Increase the awareness of the challenges face by the I/DD population living in our community

**Number of Staff:**  9 FT and 4 PT

**Organization’s Non-Discrimination Policy Statement:**

The Arc Pikes Peak Region is dedicated to the principles of equal employment opportunity, We prohibit unlawful discrimination against applicants or employees on the basis of race, color, national origin, sex, age, or disability.
basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information or any other status of protected by applicable state or local laws.

Is there anything else a fellow should know about the organization?
We have a lot planned for the summer months so be ready to hit the ground running while developing skills that will last a life time.