Fellowship Description
This information will be made available to all fellowship applicants. Please type or paste responses directly into boxes below. Boxes will expand to fit.

Organization Name: Colorado League of Charter Schools
Location (City/State): Denver co

☐ Yearlong Fellowship (June 2015-May 2016) ☒ Summer Fellowship (June-August 2015)

About the Fellowship

Title of PIFP Fellow: Fellow

Primary Responsibilities of PIFP Fellow:

The League PIFP fellow will be closely engaged in several areas/projects within the organization. Primary focus will be in public affairs (which include advocacy and policy work) with a secondary focus in member services. The fellow will work primarily with the public affairs division to assist in the continued evolution of the League’s policy agenda, including development, coalition building and advocacy. The fellow will help with several complex projects/initiatives, including a review of 2015 legislative issues in Colorado impacting charter schools, working with the Local Advocacy Initiative and research on specific policy issues including special education and facilities. The fellow will also assist with the member services division on particular areas including evaluating utilization of league services.

How Fellow Will Contribute to Capacity-Building/Systemic Change:

The Fellow will engage in several activities during the 10 week internship.

1. Assisting develop/implement the League’s comprehensive and complex policy agenda for 2016 and into the future,

2. Working with the public affairs team to help targeted schools improve their position with
their authorizers through both actions within districts and at the state-level,

3. Assisting with building and maintaining local advocacy initiatives,

4. Evaluating the legislative results for the 2015 session and working with the public affairs and member services teams to develop “policy to practice” guidance around key legislative changes,

Working with the member services division to evaluate utilization of League services and determine ways to better utilize services and package services to best meet member needs.

Training & Networking Opportunities for Fellow:

There are several potential training opportunities for the fellow to learn about new school development, charter school operations, and advocacy work. Additionally, there will be many opportunities for networking both in the charter school and Colorado education policy communities.

Supervision of PIFP Fellow:

The fellow will be supervised by the Director of Policy and Legal Initiatives.

Qualifications Sought in Fellow:

**Required:**

It is the expectation that all employees of the organization support the League’s mission and other principles of public charter school choice. Access to a functioning vehicle is necessary as there is the strong potential that some reimbursable travel within the state may be necessary. Additional qualifications:

- Strong interest in education policy and school choice in particular;
- Ability to operate in a political environment in a strictly bipartisan manner;
- Excellent written and oral communication skills;
- Outgoing and willing to engage in conversations in unfamiliar situations;
- Skilled in using the Microsoft Office package and Outlook;
- Ability to attend occasional meetings and other events outside of normal business hours;
- Ability to work with diverse groups and populations; and
• Excellent organizational skills and ability to accomplish multiple tasks simultaneously.

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
- Economics
- Editing
- Education
- Environmental issues
- Event Planning
- Film
- 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
- Policy:
  - Education
  - Environmental
  - Fiscal
  - Environmental
  - Legislative
  - Other:

Technology Skills Required:  
- Excel
- Power Point
- Publisher
- Graphic design
- Database management
- Publisher
- Website design
- Social media
- Video/film production
- Constant Contact
- 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.coloradoleague.org

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

The mission of the Colorado League of Charter Schools is to improve student achievement by supporting Colorado’s charter schools, positively reshaping the public school landscape, and advancing opportunities for innovation and expanded high-quality public school choice.
The Colorado League of Charter Schools is a non-profit, membership organization dedicated to supporting the charter schools in the state. The League is committed to helping these schools reach higher levels of student performance and overall success by providing information and resources, including technical support, advocacy, public relations assistance, and much more.

Membership with the League is open to all charter schools in Colorado. The League also provides guidance and technical assistance for developing charter school groups, such as charter application reviews, contract negotiations, and general start up support. The League is involved in advocacy and public policy related to charter schools, education reform and school choice issues in Colorado and nationwide. We are also involved in work in other states, in particular a national charter school facilities needs assessment.

**Number of Staff:** 14

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

CLCS is committed to the principles of equal employment opportunity in every term, condition or privilege of employment. CLCS does not discriminate in its programs, services or employment on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation or any other status protected by state or local law. CLCS also does not discriminate on the basis of ancestry, creed, marital status or military status. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment. This prohibition applies to all employees, volunteers, board members, vendors, consultants, interns, etc.

**Is there anything else a fellow should know about the organization?**