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:** Planned Parenthood of the Rocky Mountains
**Location (City/State):** Denver, Colorado

**Yearlong Fellowship** (June 2015-May 2016)

**About the Fellowship**

**Title of PIFP Fellow:** Program Evaluation Specialist

**Primary Responsibilities of PIFP Fellow:**
This position serves the Responsible Sex Education Institute (the Institute) at Planned Parenthood of the Rocky Mountains. The Institute educates and empowers individuals and communities to make responsible choices regarding their sexuality and sexual health by serving as a source for safe, confidential, unbiased, and accurate information about sex and sexuality.

The majority of fellowship responsibilities fall into three major projects/programs: 1) supporting the monitoring and evaluation activities of new and ongoing youth sex education programs, 2) planning and rollout of a Promotores de Salud program and 3) assist with the planning and execution of a national sex education conference in July/August of 2015.

Monitoring and Evaluation Responsibilities:
- Compile and analyze data, and prepare reports for specific portfolios and other major grants
- Support research and writing of progress and outcomes reports
- Review and update relevant data for various education regions
- Provide individual and group training on evaluation-specific topics
- Assist in the development of presentations of program evaluation results in timely manner
- Monitor evaluation-related work to identify opportunities for assistance

PUBLIC INTEREST FELLOWSHIP PROGRAM
226 Worner Center, 14 East Cache La Poudre Street, Colorado Springs, Colorado 80903-3298
Lani.Hinkle@ColoradoCollege.edu 719-227-8175 tel 719-389-6804 fax www.CCpublicinterest.com
- Assist in developing program performance indicators and review annually
- Enter data into database
- Conduct annual observations of program staff to measure the fidelity and quality of program implementation and delivery
- Assist in community needs assessment for New Mexico
- Support development of program tracking tools
- Support efforts to develop culturally competent evaluations
- Identify and support youth involvement in program evaluations
- Prepare evaluation reports for internal and external audiences, including using data visualization to illustrate findings
- Support survey development, distribution, and processing, as needed
- Provide staff training as needed

**Promotores de Salud Program Responsibilities:**

- Assist in the planning and rollout of a Denver Promotores de Salud program
- Collect secondary data, as needed, to assist in decision-making
- Facilitate planning of community meetings with advisory council members
- Assist in planning monitoring and evaluation strategy
- Provide support to Program Manager and Volunteers

**Additional Responsibilities:**

- Assist in planning and execution of education conference in July/August 2015
- Willing to participate in all Planned Parenthood services (participation can include referrals, information, education, counseling, performing, scheduling, etc.)
- Additional duties as needed

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

**Internally:** The job responsibilities of this position support the education and training functions to build staff and organizational evaluation capacity. By supporting data-driven decision-making and the adoption of additional evidence-based programming, this individual will be instrumental in supporting systems change internally at PPRM.

**Externally:** By supporting the monitoring and evaluation activities of the Institute, this position supports the state and nationwide trends in declining unintended pregnancy and STI rates through the implementation of evidence-based sex education programs.

**Training & Networking Opportunities for Fellow:**

This fellow has a unique opportunity to work closely with the Director of Evaluation on a daily basis. This type of one-on-one hands-on training will provide the fellow with a thorough understanding of the advantages and challenges of being an internal evaluator within a nonprofit setting. Additionally, the fellow will become fluent in navigating state and national data sources, understanding the current sex education climate, and experiencing the breadth and depth of the evaluation field.
As a fellow at a Planned Parenthood affiliate, this individual will also have an opportunity to learn about the organization from one of the largest well-resourced affiliates. During the course of the fellowship, this individual will work closely with other affiliate staff across the country, as well as meet them in-person, through the fellow’s involvement and planning of the national Planned Parenthood education conference taking place in the summer of 2015. We expect staff throughout the 80 affiliates to attend and this fellow will take part in the planning, execution, and attendance of the conference.

**Supervision of PIFP Fellow:**

*Supervision by Director of Evaluation for Education and Training. This is a unique opportunity for a fellow to be closely mentored by a Director-level staff member.*

**Qualifications Sought in Fellow:**

It is essential the fellow have strong digital, research and writing skills. Individual should be able to work independently and work through a data-driven lens. Fluency in Excel is essential. Must be well organized and self-motivated.

**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
  - Legislative
  - Other:
- Politics
- PR/communications
- Public speaking
- Qualitative research
- Quantitative research
- Reproductive rights/freedom
- Social science research/methodology
- Statistical analysis
- TV/radio
- Volunteer management
- Other: Ability to read, understand and communicate about peer-reviewed research articles
- Other: Excellent written and verbal communication skills
- Other:

**Technology Skills**

- Excel
- Graphic design
- Social media
Required:

- [ ] Power Point
- [ ] Database management
- [x] Publisher
- [ ] Constant Contact
- [ ] Video/film production
- [ ] Website design
- [ ] Other: Microsoft Word and Outlook

Certifications Required: [ ] WFA  [ ] WFR  [ ] First Aid  [ ] CPR  
- [ ] Other: 

Language Skills Required: [ ] Spanish  
- [ ] Other: Spanish preferred but not required

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**ABOUT THE ORGANIZATION**

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

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

Planned Parenthood of the Rocky Mountains empowers individuals and families in the communities we serve to make informed choices about their sexual and reproductive health by providing high quality health services, comprehensive sex education, and strategic advocacy.

**Number of Staff:**  285 Full time, 145 Part time

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

Planned Parenthood of the Rocky Mountains (PPRM) certifies that in regard to persons served by the organization, persons employed as staff of the organization, and persons serving on the governing board of the organization, that the organization does not tolerate discrimination or harassment of other individuals on the basis of race, ethnicity, veteran status, color, religion, national origin, gender, age, sexual orientation, gender identity, marital status or physical or mental disability or any other classification protected by laws. PPRM requires all of its employees to comply with this policy.

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

Planned Parenthood of the Rocky Mountains includes the geographic area of Colorado, New Mexico, Wyoming, and Las Vegas. This individual will be working in-person at the administrative office in Denver (Stapleton), not at a health center. PPRM is an Equal Opportunity Employer and Values Diversity in People and Ideas.