**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:** Concrete Couch

**Location (City/State):** Manitou Springs, CO

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

- **Summer Fellowship**
  - (June-August 2015)

**About the Fellowship**

**Title of PIFP Fellow:** Program Director

**Primary Responsibilities of PIFP Fellow:**

- Fellow will be involved in all aspects of the organization, including teaching/working with at-risk and in-need populations; expanding our current evaluation program; outreach to prospective participants and adult volunteers; grant writing, and material gathering/organizing/distributing (ie: paint, wood, steel, cardboard, etc); social media networking; and representing the organization at meetings and extending our reach into our community.

- Fellow will run our community service/volunteer program, coordinating a diverse group who seek to volunteer on programs (to earn community service hours, qualify for Food Stamps, or fulfill requirements for a variety of other programs, as well as for the intrinsic value of volunteering).

- Fellow will be engaged on a daily basis with various art, music, construction, theater, social service and environmental projects, which build community through a creative, hands-on, all community-engaged process.

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

- Fellow will continue in a long line of CC students and community members in working with our organization to contribute to our community. Fellow will help to bring greater stability and connectedness to the organization. Goals include formalizing various loosely structured current relationships we have with other organizations.
(through developing “Memorandums of Understandings”, and workable collaborative projects), as well as strengthening our current organizational structures (improving our document lineage and accessibility, policy information, teacher manuals, etc).

### Training & Networking Opportunities for Fellow:

Fellow will be trained by director Steve Wood (CC class of 1984), facilitating programs and all related work.

The fellow will be introduced to various local partners and will be empowered to develop our relationships with these people and groups. Partners include various health, human services and educational organizations (including Teen Court, Goodwill Industries, local Restorative Justice programs, TESSA, CASA, Kid’s Crossing, D-2, D-8, D-11, D-12 and D-14, etc), economic development/arts organizations (including The Downtown Partnership, the Pikes Peak Community Foundation, COPPeR, CS Fine Art Center and Bemis School of Art, Cottonwood Center for the Arts, the Manitou Art Center, etc), and environmental groups (Catamount Institute, Trails and Open Space Coalition, Pikes Peak Urban Gardens, etc).

Fellow will work directly with Concrete Couch’s accountant, and gain practical experience in the daily operation of a small business.

### Supervision of PIFP Fellow:

Fellow will be directly or indirectly supervised by the director. Additionally, fellow will receive direction from current, part-time, Concrete Couch teachers. Fellow will work with CC staff directly for part of most days, and independently for part of each day.

Fellow will interact with the board of directors, specifically board president and art teacher Leah Lowe, as well as secretary and website manager Thom Phelps. Although not direct supervisors, these two will provide a sounding board for fellow, as well as be able to direct some work.

### Qualifications Sought in Fellow:

We seek a fellow who has some teaching and project management experience, and is motivated and excited by the challenge of working with our target populations.

Fellow should have a solid grasp of excel spreadsheets, photoshop, powerpoint, word docs, and basic video editing (including posting on the web). A familiarity with Mail Chimp and editing in Weebly would be a plus.

Fellow should have a basic grasp and enjoyment of working with their hands, including perhaps experience with ceramics, wood construction, casting, metalworking, etc. experience with musical performance, dance, and theater would be a plus.

Candidate must be: dependable, passionate about serving our communities,
outgoing and positive, self-motivated, and have great interpersonal skills.

Although this fellowship will likely be a fabulous training and life experience, which leads the fellow on to greater opportunity, we also hope that this position is intriguing and engaging enough to inspire continued employment with our organization (and that we are able to offer a long term placement to the fellow at Concrete Couch).

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
- Constant Contact
- Social media
- Video/film production
- Website design

Certifications Required:
- WFA
- WFR
- First Aid
- CPR
- Other: No requirements, but first aid training would be great

Language Skills Required: Spanish Other: Spanish would be a plus

About the Organization

Organization’s Website: www.concretecouch.org

Organization’s Mission and Goals (primary activities & projects):
Mission statement: To work with kids and community groups to create public art, to build community, and to create environments and experiences that humanize our world.
We work with about 20 local schools and 10 non-profits and a variety of other community groups. Programs include various job training/creative/community resiliency programs (public art creation and small infrastructure building; theater/music/puppetry; designing and developing parks, outdoor classrooms, and other public spaces; construction/repair using recycled materials and tool sharing networks; and a variety of other social service and environmental programs).

**Number of Staff:** We have a diverse employment scenario, including one full time position and one 6 hours per week position. Additionally we have a group of about 8 teachers who we hire as regular employees on a project-by-project basis. We also hire independent contractors for special programs.

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

II.a. Concrete Couch follows an equal opportunity employment policy, and employs personnel without regard to race, creed, color, religion, national origin, sex, sexual orientation, age, physical or mental handicap, veteran status, and marital status.

II.b. This policy applies to internal promotions, training, opportunities for advancement, terminations, relationships with outside vendors and customers, use of contractors and consultants, and in dealing with the general public.

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

We are a small organization, but we have a reach far greater than our size and budget would indicate. There is opportunity for a fellow to create their own place in the organization, and help guide the development of projects and the direction of the organization as a whole.

Working with “The Couch” will be a learning experience relevant to people seeking a career in non-profit management, teaching, and social service fields.

Each member of our staff does many things...you will need to be comfortable being a facilitator, janitor, tech support, teacher, number cruncher and public speaker!

Being engaged, energetic and motivated, and anticipating what needs to be done next is huge with Concrete Couch. We usually teach in groups of 2, which is great for a beginning teacher to learn the ropes with support.

Any given week is quite full, but we have the ability to work with each other and plan for time off to rejuvenate (two weeks surfing in Mexico during February IS possible!).

Concrete Couch is a unique institution that combines direct hands-on involvement in our community, and the ability to make a difference in our world. We offer a living wage, engaging and challenging work, and flexible working arrangements.

It IS hard work, often frustratingly slow to show results (with frequent set-backs), with periods of tedium (in-putting data sheets for example); but many days are incredibly fun, and when you are able to engage a group and have amazing positive outcomes, it is a great feeling.