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 Youth Matter

**Location (City/State):** 1650 Franklin Street, Lower Level, Denver, CO 80218

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

**About the Fellowship**

**Title of PIFP Fellow:** Community Outreach Coordinator

**Primary Responsibilities of PIFP Fellow:**

**Community Outreach and Development:**
- Assist in coordination of annual statewide conference and small community fundraising events, including local receptions, percent-days, and donor cultivation events
- Secure local business support, online giving opportunities and other forms of (relatively) “passive” income
- Coordinate annual Colorado Gives Day, related year-end giving, and peer-to-peer fundraising campaigns
- Research new funding opportunities
- Assist with grant writing

**Education**
- Assist in the development of trainings and training design
- Support the creation of training designs to meet the needs of CYMs varied constituents, including school districts and community based organizations

**Research and Data:**
- Assist in collecting and analyzing data for the Colorado Sex Ed Snapshot report
- Assist in additional report writing and data gathering opportunities for grant reports and collaborative research, including writing and editing of CYM’s Annual Report
- Compile relevant resources and content for the Colorado Youth Matter website

**Policy and Advocacy**
- Assist with research on comprehensive sexuality education, advocacy and policy
Help cultivate youth sexual health policy champions through the development of policy briefs, talking points and easy-to-read fact sheets and action items
Conduct research on approaches that are consistent with program sustainability, positive youth development and youth sexual health
Assist with the management of CYM’s statewide youth sexual health coalition, the Healthy Colorado Youth Alliance
Complete any other duties pertinent to the position as assigned by the Executive Director

**How Fellow Will Contribute to Capacity-Building/Systemic Change:**
Advancing the movement for youth sexual health means building the skills, knowledge and leadership of youth-serving professionals so that they can provide young people with the education, resources and services they want and need to make informed decisions. The Fellow will play an integral role in assisting Colorado Youth Matter with outreach to educators, policymakers and state agencies that have the systems-level capacity to elevate and sustain youth sexual health. The Fellow will also provide assistance with both organizational (internal) and community-level (external) capacity building efforts, including fundraising activities and the execution of community needs assessments to better inform the strategic work of Colorado Youth Matter.

**Training & Networking Opportunities for Fellow:**
The Fellow will have access to ongoing professional development training opportunities through Colorado Youth Matter’s membership with JVA consulting. Networking opportunities are ongoing, including participation in youth sexual health conferences and assistance with Colorado Youth Matter’s statewide youth sexual health coalition, the Healthy Colorado Youth Alliance.

**Supervision of PIFP Fellow:**
The Fellow will be supervised by Colorado Youth Matter’s Executive Director. All staff supervised by the Executive Director meet weekly for 1-hour or bi-weekly for 2-hours to review goals, assess progress and identify support as needed.

**Qualifications Sought in Fellow:**
- Support the successful execution and evaluation of Colorado Youth Matter’s strategic plan
- Promote the mission of Colorado Youth Matter in a professional and ethical manner
- Bilingual Spanish speaker preferred; bicultural strongly preferred
- A commitment to cultural responsiveness and a demonstrated capacity to work with diverse groups.
- Must have interest in youth sexual health and increasing access to comprehensive sex education, sexual health resources and services
- Exceptional communication skills with demonstrated ability to write effectively, speak persuasively, and listen attentively
- **Self-motivated and an independent** worker, with ability to focus in an open office environment and define their role within a team
- **Ability to manage changing priorities, deadlines and multiple tasks, and to respond flexibly to change**
- Experience with program management and event planning.
- Exceptional verbal and written communication skills.
- Proficiency in Microsoft Office, basic computer applications (Adobe Creative Suite preferred) and web-based platforms. **Social media –savvy a plus!**
- Physical ability to stoop, kneel, bend, sit for extended periods, and perform light lifting.
- Exhibit leadership and initiative in various projects and work settings.
- Access to reliable transportation: position may require travel to sites across Denver and Colorado.
- Availability to work some evenings and weekends.
- **Values direct, ethical communication, inclusive practices and different points of view.**
• Has commitment to the mission, values and strategic direction of Colorado Youth Matter and desire to promote the work of Colorado Youth Matter in a professional and ethical manner.

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
- Poland
- PR/communications
- Public speaking
- Qualitative research
- Quantitative research
- Reproductive rights/freedom
- Social science research/methodology
- Statistical analysis
- TV/radio
- Volunteer management

Policy:
- Education
- Environmental
- Fiscal
- Legislative
- Other:

Other:
- Youth Sexual Health and/or Positive Youth Development background a plus
- Other:
- Other:

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

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

Language Skills Required:
- Spanish
- Other: Bilingual Spanish speaker preferred

About the Organization

Organization’s Website: www.coloradoyouthmatter.org

Organization’s Mission and Goals (primary activities & projects):
The mission of Colorado Youth Matter is to actively engage Colorado communities to promote the healthy sexual development of all young people.

Our work constellates around two key goal areas:
1. We strengthen the leadership of educators, service providers and other advocates for youth sexual health:
• We educate and train youth, community partners and state leaders to build their capacity to reach their goals and be effective advocates for young people
• We share research and data to build informed, data-driven organizing and action

• We build on successes and learn from mistakes in order to advance the movement for youth sexual health:
  • We advocate for policies, services, programs and funding to make sure that our efforts keep improving and that our work has a lasting impact
  • We connect networks and coalitions to build a shared vision, coordinate strategies and take action for lasting youth sexual health

Number of Staff: 6

Organization’s Non-Discrimination Policy Statement:

Colorado Youth Matter is committed to a policy of providing equal employment opportunities for all applicants, all staff and all contract workers employed by Colorado Youth Matter. Colorado Youth Matter promotes equal employment opportunities by continuing efforts to eliminate discrimination due to race, nationality, color, gender, religion, age, sexual orientation, gender expression, marital or familial status, creed, national origin, disability, or veteran or military status.

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

Colorado Youth Matter is a passionate supporter of inclusivity and welcomes applications from all communities, particularly from people of color; LBGTQ people; immigrants or refugees; people with disabilities; and people from low- or moderate-income backgrounds.