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: The Bell Policy Center
LOCATION (City/State): Denver, Colorado

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

ABOUT THE FELLOWSHIP

Title of PIFP Fellow: Summer Fellow

Primary Responsibilities of PIFP Fellow:
A fellow position at the Bell provides the opportunity to work on policy and research, outreach and communications activities. It offers a unique opportunity for anyone interested in a serious, fact-driven exploration of public policy at the state level, and an understanding of how policy development and implementation interact with politics and other factors to affect the well-being of all Coloradans. Fellows have the opportunity to conduct research and help develop recommendations on a variety of issues, reach out to and work with various groups and constituencies about public policies and develop a number of products and engage in activities to communicate the Bell’s view points to the media and public. Recent fellows have monitored the work of interim committees of the Colorado General Assembly. Current areas of focus include state fiscal policy, higher-education policy, low-income workforce issues, health care and more.

Specific responsibilities will include most or all of the following:
- Carrying out specific research assignments on issues selected by the Bell’s board and staff. This typically involves locating information from national, state, and local sources; evaluating the reliability and value of the information; and analyzing and interpreting the information for important trends, comparisons, lessons, factual gaps, etc.
- Attending numerous coalition meetings, assist with issue area campaigns and develop ways for outreach and education activities to be more efficient. Also assist in updating online resources and doing research into useful community contacts around the state.
- Analyzing the needs and status of public policy in Colorado in areas of interest to the Bell and making policy recommendations based on the results of research. This could also include participating in the work of legislative interim committees.
- Tracking and analyzing state budget issues and working with allied organizations to present comprehensive budget analyses.
- Writing concise descriptions and persuasive interpretations of information developed through the research. This includes reviewing research reports and writing concise summaries for posting on our website.
Creating and maintaining relationships with key individuals and organizations involved in issues of importance to the Bell.

Tracking interim legislation and communicating our positions on legislation via Twitter and other social media.

Assisting in the writing and editing of a variety of print and electronic products.

Updating and posting information on our website and Facebook page and sending out materials to our subscribers through Constant Contact.

Working as part of a team to implement communications, outreach, and development strategies.

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

The fellows add to the capacity of the Bell Policy Center and allow us to work on more issues and to be more deeply engaged on issues. In the past, CC Fellows have allowed us to complete extensive research on payday lending in Colorado, including surveys of consumer credit counselors in support of payday lending reform legislation. They also gathered detailed information from other states on the effects of proposed changes we were advocating for in Colorado’s Anti-discrimination statute and conducted research on the effects of proposed changes to Colorado’s juvenile sentencing law. Fellows have also helped us develop metrics to assess the impact of our social media efforts and collect data to evaluate these efforts. It would have been very difficult for us to complete these projects in the time frame and the depth that we were able to without the help of the CC fellows. Most of the legislation and potential ballot measures that the Bell and the CC fellow will work on will result in systemic change. This is particularly true about the fiscal work in which we are currently engaged.

Training & Networking Opportunities for Fellow:

The fellows will have the opportunity to attend a wide variety of meetings associated with the various coalitions of groups we work with on legislative and policy issues. The fellows will also have an opportunity to attend legislative hearings and testify on legislation. In the past, they have attended all the training and informational briefings provided to the Bell staff. We have recently started a series of “Brown Bag” lunches for our staff featuring noted local speakers on topics central to our work. For example, Natalie Mullis, the legislature’s chief economist, spoke to us about the process they use for forecasting state revenues.

Supervision of PIFP Fellow:

The fellows function as staff within the Bell Policy Center. They are supervised by the senior staff experts in the subject areas where the fellow is working and the director of policy and research.

Qualifications Sought in Fellow:

**REQUIRED:**

- Familiarity with or experience in carrying out in-depth research (including working with data sets) on policy-related topics, such as the budget, education, health, and jobs/economic security.
- Familiarity with or experience analyzing the specific requirements and impact of legislation and public policy.
- Familiarity with or experience in political or issue campaigns.
- Familiarity with or experience in using social media to communicate ideas and policies and build organizational support.
- Familiarity with or experience in working with databases.
- Familiarity with or experience in event planning.
- Excellent writing, editing, and public presentation skills.
- Facility navigating and carrying out research on the internet.
- Ability to work independently while remaining a part of an overall team effort.
- Ability to work effectively with outside individuals and organizations throughout the research, writing, and policy phases of a project.
**Preferred:**
- Knowledge of Colorado politics and experience working on policy issues in Colorado

**Beneficial:**
- Understanding of the legislative process
- Some coursework in economics

**Skills/Experience Sought in Fellow:** The checked skills are desired and not required. We also do not intend to try and find a single person that possesses all or most of them.

- 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
  - Knowledge of CO state government and politics
  - Other:
- Technology Skills Required:
  - Excel
  - Power Point
  - Publisher
  - Graphic design
  - Database management
  - Constant Contact
  - Social media
  - Video/film production
  - Website design
  - Other: We will train in the use of Constant Contact
- Certifications Required:
  - WFA
  - WFR
  - First Aid
  - CPR
  - Other:
- Language Skills Required:
  - Spanish
  - Other: Spanish would be great but not required.

**About the Organization**

**Organization’s Website:** www.bellpolicy.org
Organization’s Mission and Goals (primary activities & projects):
The Bell is a non-partisan, non-profit research and advocacy organization founded on progressive values and dedicated to expanding opportunity for all Coloradans. We conduct research and produce reports, articles, issue briefs, legislative summaries and issue summaries for our web site, Facebook site and Twitter accounts. We advocate for public policies before the state legislature, executive branch agencies, other policy makers and the public. We work on state fiscal policy issues including TABOR reform, and have actively participated in the Amendment 66, Referendum C, and Proposition 103 campaigns. For example, we produced a video for public television explaining Colorado’s fiscal challenges and the choices we face and worked with the Colorado Fiscal Institute and the Colorado Center on Law and Policy to produce issue briefs advocating for the passage of Amendment 66. We continue to work with a number of allied groups to expand and protect access to quality, affordable health care in Colorado. We also work on making post secondary education more accessible and affordable, expanding the availability of retirement savings accounts, cracking down on predatory lending practices, improving the quality of low-wage employment, closing the achievement gap in education, reforming child care assistance and expanding two-general policies to move families out of poverty.

Number of Staff: 9 full- and part-time staff plus CC Fellows, interns from other schools and occasional contractors.

Organization’s Non-Discrimination Policy Statement:
“The Corporation shall not discriminate against any person on the basis of race, ethnicity, color, creed, national origin, gender, gender expression, sexual orientation, age, physical or mental ability, religion, veteran status, military obligations, or marital status.” – See attached PDF

Is there anything else a fellow should know about the organization?
Although nonpartisan, we are a progressive public policy center that takes and advocates for positions on public policy issues.