**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:** Atlas Preparatory School  
**Location (City/State):** Colorado Springs, CO

<table>
<thead>
<tr>
<th>Fellowship Type</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Yearlong Fellowship</td>
<td>(June 2015-May 2016)</td>
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<tr>
<td>Summer Fellowship</td>
<td>(June-August 2015)</td>
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**About the Fellowship**

**Title of PIFP Fellow:** Community Programs Fellow

**Primary Responsibilities of PIFP Fellow:**

- Communicate with prospective students and families to arrange tours, facilitate enrollment and assist with new student orientation process
- Attend outreach events to promote awareness of Atlas Prep in the community and recruit new students
- Identify and reach out to local nonprofit organizations to create partnerships and establish community resources for current students and families
- Assist with the planning and execution of Atlas family events (i.e., carnivals, outreach, family potlucks, parent orientation, service days, etc.)

**How Fellow Will Contribute to Capacity-Building/Systemic Change:**
The Fellow will assist in Atlas Preparatory School annual student recruitment campaign and family events. Given that our primary funding is provided by per pupil revenue, meeting enrollment numbers is critical for the school’s sustainability and capacity-building efforts. By assisting with student recruiting, the Fellow will not only have a great impact on meeting our annual goal, they will also be positively influencing the educational choices and trajectory of low income students in Colorado Springs.
Training & Networking Opportunities for Fellow:
By working at Atlas Preparatory School, a Fellow will have the opportunity to network with a number of young professionals who are teachers, members of Teach for America, and various nonprofit partners in the community. There are also opportunities for professional development and training through our participation in the Bridges Out of Poverty program.

Supervision of PIFP Fellow:
The Fellow will be supervised by the Director of Community Programs and the Director of Admission.

Qualifications Sought in Fellow:
**REQUIRED:**
- Embody the characteristics that the school wishes the students to uphold, especially respect, excellence, authenticity, curiosity, hard work, and professionalism.
- Demonstrated ability to work well in a team, especially with parents and community members.
- Flexibility and initiative necessary to contribute to a start-up organization.
- Professional demeanor and passion for working with at-risk students and families.
- Comfortable engaging and interacting in recruitment environments
- Must have reliable transportation to/from work and work-related events

**PREFERRED:**
- Experience working with low-income families and/or students
- Strong public speaking and oral communication skills
- Spanish language proficiency (primarily speaking ability)
- Prior employment/volunteer experience at nonprofit organizations
- Customer service experience

**BENEFICIAL:**
Energetic, enthusiastic personality

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
- Finance/business
- Fundraising/development
- Government
- Healthcare/health sciences
- Human services
- Journalism/publications (print/online)
- Law
- Legislative process
- LGBTQ issues
- Lobbying
- Marketing/sales
- Politics
- PR/communications
- Public speaking
- Qualitative research
- Quantitative research
- Reproductive rights/freedom
- Social science research/methodology
- Statistical analysis
- TV/radio
- Volunteer management
Diversity issues
Domestic violence issues
Economics
Editing
Education
Environmental issues
Event Planning
Film

Performing/fine arts
Policy:
Education
Environmental
Fiscal
Environmental
Legislative
Other:

Technology Skills Required:

Excel
Power Point Publisher
Other:

Graphic design
Database management
Constant Contact
Social media
Video/film production
Website design

Certifications Required:

WFA
WFR
First Aid
CPR
Other:

Language Skills Required:

X Spanish
Other: Spanish language preferred, not required.

About the Organization

Organization’s Website: www.atlasprep.org

Organization’s Mission and Goals (primary activities & projects):
Atlas Preparatory School currently serves nearly 700 at-risk, low income students in grades 5-10. By 2016, we aim to serve approximately 1,200 students in grades 5-12 through our middle school and high school programs. Through rigorous academics, engaging character programs and community support systems, our goal is to help students get on a success life path that will empower them to live a life of self-fulfillment through education, character and community.

Number of Staff: 64

Organization’s Non-Discrimination Policy Statement:
Atlas Preparatory School is actively seeking to build a diverse and experienced team of staff and educators. We do not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.

Is there anything else a fellow should know about the organization?
This is a great opportunity to work with an innovative, start up nonprofit in the education sector. Atlas Preparatory School is unlike any other school in the Colorado Springs and this opportunity will expose Fellows to a variety of individuals, organizations and experiences in the community.