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: Innovations in Aging Collaborative
Location (City/State): Colorado Springs, CO

X Yearlong Fellowship (June 2015-May 2016)

About the Fellowship
Title of PIFP Fellow: Communications Coordinator

Primary Responsibilities of PIFP Fellow:

IIAC has a growing reach in the community with a large pool of stakeholders and we are in need of a Communications Coordinator to manage an electronic newsletter, blog, website and other educational and marketing materials as needed to assist the organization manage its strategic initiatives, advocacy and research programs. A Fellow will work with the staff to bridge the generational divide through all communication methods to help us build community, strategic messages and spark innovation on behalf of older adults.

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

IIAC is working with key City leaders, business, and human service organizations to plan for the “silver tsunami”. A PIFP will be a part of building a message that resonates with community members to thoughtfully engage in planning and program development that fully engages and serves an ever-growing population that becomes more vulnerable as they age.

A Fellow will be working with key community leaders across issues to advocate on behalf of universal design concepts and community engagement activities that benefit youth, young professionals, families and older adults. This person will have unique projects and be able to make a big impact because we are a small organization.
Training & Networking Opportunities for Fellow:
A PIFP will be working with leading experts in aging from UCCS and the community, elected officials and leaders of other organizations across the spectrum of community based organizations. In addition, IIAC hosts national experts on aging to provide workshops and conference key-note presentations to build community awareness and support. To fully assist IIAC with our website, we will provide the PIFP with training from our web developer in order that he/she will be successful. We will do our best to identify and engage the PIFP in other opportunities and key meetings and convenings as they arise.

Supervision of PIFP Fellow:
The PIFP will be supervised by the Executive Director. The ED has over 15 years of professional experience in non-profit management and 12 years of experience supervising graduate interns and staff management.

Qualifications Sought in Fellow:
We are seeking a Fellow who has strong written and oral communication skills as well as a robust knowledge of social media tools. A working knowledge of Joomla is a plus.

Skills/Experience Sought in Fellow:

- Activism
- Advocacy
- 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
- 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
- Politics
- PR/communications
- Public speaking
- Qualitative research
- Quantitative research
- Reproductive rights/freedom
- Social science research/methodology
- Statistical analysis
- TV/radio
- Volunteer management
- Other:
- Other: __________________________
- Other: __________________________
Film

Other: Interest in issues related to aging

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:

Language Skills Required:
- Spanish
- Other:

About the Organization

Organization’s Website: www.innovationsinaging.org

Organization’s Mission and Goals (primary activities & projects):
Our mission is to convene the community to promote creative approaches that address the challenges and opportunities of aging. Primary activities include: Research, Education, Advocacy and convening of stakeholders to plan solution focused strategies that promote positive and inclusive aging in community.

Number of Staff: 1.5 FTE

Organization’s Non-Discrimination Policy Statement:

Innovations in Aging Collaborative does not and shall not discriminate on the basis of race, color, religion (creed), gender, sexual orientation, gender expression, age, national origin (ancestry), disability, marital status, or veterans/ military status, in any of its activities or operations. Innovations in Aging Collaborative is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

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

We have our offices in downtown Colorado Springs and are active in community organizations and are frequently engaged with many organizations in coalition meetings.