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: American Civil Liberties Union of Colorado
Location (City/State): Denver, Colorado

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

About the Fellowship

Title of PIFP Fellow: Program Fellow

Primary Responsibilities of PIFP Fellow:

How Fellow Will Contribute to the Organization

Depending on the skill set and organizational needs, the Program Fellow may be involved in all or some of the following activities:

1) Legal Advocacy - The Fellow will assist the Operations Manager, Legal Intake Volunteers, and Staff Attorneys in the day-to-day management of the Legal Intake Program including supervising volunteers, processing intake e-mails, letters, and faxes, doing case descriptions, translating intake requests, and providing follow-up as needed via e-mails and phone calls. The Fellow will become familiar with and update our Intake web page and our on-line Legal Resource Referral list. The Fellow may have the opportunity to work with a Staff Attorney in doing case-specific investigative research, and with preparing drafts and letters.

2) Public Policy - The Fellow will help prepare for the 2015-2016 Legislative Session. This work will include conducting research on various legal, policy, and legislative issues and creating and presenting research findings as well as assisting with public outreach when needed to activate our members.

3) Education, Outreach and Communications - The Fellow will help develop the marketing plan and handle logistics for seminars, professional educational programs, and community events; assist with newsletter and e-news production and handle Facebook, Twitter, Flickr, and website updates. The Fellow will assist staff with outreach booths including arranging staffing, compiling media materials, and cultivating members and donors. The Fellow will take the lead on creating an ACLU of Colorado historical montage from a variety of archival materials.

4) Speakers Bureau - The Fellow will work with our Speakers Bureau volunteer staff to promote the program, cultivate potential engagements and speakers, coordinate a Speakers Bureau training and if interested, train as a speaker.
5) Chapter Liaison – The Fellow will work with the ACLU chapters to assist with coordinating their outreach events.

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

The Fellowship gives us the opportunity to take key programs to a much needed higher level. Each Fellowship includes one long-term project, and, in the past four years, our Fellows have been integral in revamping the customer service and database management components of our Legal Intake program including providing more bi-lingual content, developing a successful marketing plan for our Speakers Bureau, doing extensive legal research, editing content on our new website, and developing our Know Your Rights program.

The Fellow’s youth, energy, and enthusiasm energizes our staff and attracts young people to our organization. With our aging donor base, this is critical to the long-term viability of our organization.

Training & Networking Opportunities for Fellow:

The Fellow will have the opportunity to represent the ACLU in the community, and will network with a variety of individuals within the non-profit community and the National ACLU. They will have the opportunity to work with our coalition partners, board members, and volunteers. Specific training opportunities (workshops, Webinars, etc.) may be arranged based on the Fellow’s specific interests.

Supervision of PIFP Fellow:

The Fellowship is considered an entry-level staff position and, as such, the Fellow is included in all-staff e-mails and bi-monthly staff meetings. The position is part of our Volunteer Program which is under the supervision of the Operations Manager. The OM will orient, mentor, and provide general supervision, including weekly ‘check-in’ meetings for the Fellow. Senior department staff will provide project-specific supervision.

Qualifications Sought in Fellow:

**REQUIRED:**
- Commitment to and expressed interest in working in the areas of civil rights and social justice, law, or in human services.
- Strong research and writing skills.
- Proficiency in social media tools and strategies.
- Ability to prioritize, multi-task, and work with deadlines.

**PREFERRED:**
- Classwork and volunteer experience in these areas is desirable.
- Ability to read and speak Spanish.
- Strong computer skills, including Microsoft Office Suite required; familiarity with Adobe products is desirable.
- Ability to work with all types of people and handle controversial issues.

**BENEFICIAL:**
- Interest in public speaking.
- Willingness to do administrative tasks such as filing, copying, and mailing.
- Ability to work independently or in a group situation, take direction well, and be flexible.

Skills/Experience Sought in Fellow:

<table>
<thead>
<tr>
<th>Activism</th>
<th>Finance/business</th>
<th>Politics</th>
</tr>
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<tbody>
<tr>
<td>Advocacy</td>
<td>Fundraising/development</td>
<td>PR/communications</td>
</tr>
<tr>
<td>Campaigning</td>
<td>Government</td>
<td>Public speaking</td>
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<td>Children’s issues</td>
<td>Healthcare/health sciences</td>
<td>Qualitative research</td>
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<td>Civil rights/social justice</td>
<td>Human services</td>
<td>Quantitative research</td>
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<td>Coalition work</td>
<td>Journalism/publications (print/online)</td>
<td>Reproductive rights/freedom</td>
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<td>Community/political organizing</td>
<td>Law</td>
<td>Social science research/methodology</td>
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<td>Criminal justice</td>
<td>Legislative process</td>
<td>Statistical analysis</td>
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<td>Customer service</td>
<td>LGBTQ issues</td>
<td>TV/radio</td>
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<td>Data analysis</td>
<td>Lobbying</td>
<td>Volunteer management</td>
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<td>Disabilities issues</td>
<td>Marketing/sales</td>
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<td>Diversity issues</td>
<td>Performing/fine arts</td>
<td>Other:</td>
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<td>Domestic violence issues</td>
<td>Education</td>
<td>Other:</td>
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<td>Economics</td>
<td>Environmental</td>
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<td>Editing</td>
<td>Fiscal</td>
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<td>Education</td>
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<td>Environmental issues</td>
<td>Legislative</td>
<td>Other:</td>
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**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

**Language Skills Required:**
- Spanish

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**About the Organization**

**Organization’s Website:**  [www.aclu-co.org](http://www.aclu-co.org)

**Organization’s Mission and Goals (primary activities & projects):**
The mission of the ACLU of Colorado is to protect, defend, and extend the civil rights and civil liberties of all people in Colorado through litigation, education and advocacy. We are the only organization in the state that is dedicated to the protection and defense of a broad range of civil rights and civil liberties for all populations including underserved and marginalized groups and individuals. We are currently focusing on women’s rights, voter rights, immigrant's rights, and mass incarceration issues. We are also identifying and prioritizing economic justice issues where we may leverage our resources to effect positive change.

**Number of Staff:**  15 Full-time; 1 Part-time; 3 Summer Interns

**Organization’s Non-Discrimination Policy Statement:**
On file with the PIFP.

**Is there anything else a fellow should know about the organization?**
The ACLU is a dynamic organization that is involved in topical issues that affect the Constitutional rights of all Colorado citizens. Our stance is sometimes an unpopular one as these issues are oftentimes controversial ones that deal with disadvantaged and at-risk populations.