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: TESSA
Location (City/State): Colorado Springs, CO
Organization’s Website: www.TESSAc.org

X Yearlong Fellowship (June 2016-May 2017)  Summer Fellowship (June-August 2016)

Organization’s Mission and Goals (50 words or less):

TESSA’s mission is to help women and their children achieve safety and wellbeing while challenging communities to end sexual and family violence. Fundamentally, we do three things. One is to provide immediate safety at our confidential Safehouse for women, children, and other victims escaping abuse, the second is to empower survivors through programs and support such as advocacy and education and finally, we strive to create a safer future through education and outreach to schools, businesses, and other organizations.

Title of PIFP Fellow: Children’s Outreach and Advocacy Specialist

Primary responsibilities of the PIFP fellow (please list, 100 words or less):

The primary goals/responsibilities for the PIFP fellow will be:

- Supporting Safehouse moms and children by providing safety planning, resources, support and education.
- Facilitating numerous psycho educational groups to Safehouse and community clients.
- Working with the Outreach Coordinator to educate and build relationships with local schools and businesses as well as working with Children’s Program Manager in building other community relationships and providing on-going trainings for children/teens and adults.
- Provide fun, educational and positive extra-curricular activities for the Safehouse children
- Plan, organize and implement internal activities for Safehouse and community clients.
- Provide coverage for one hospital on-call shift a week
- Provide advocacy services for walk in advocacy families as needed
- Participating in several committees and community collaborations on a regular basis
- Volunteer coordination services
Qualifications sought in the PIFP fellow (please list, 100 words or less):

**REQUIRED:**
- Completion of TESSA’s Confidential Victim Advocacy Training before fellowship start date
- Children’s and Advocacy Department training; 12 hours of “shadowing” and being “shadowed” – time will vary upon individual
- Ability to work under stressful circumstances and maintain regular self-care practices
- Must be 18 years or older
- Willingness to learn
- Must be courteous and proficient on the telephone and with clients
- Must be able to work in a fast-paced environment with high flexibility
- Completion of departments’ specific training
- Must be willing to complete and able to pass background and child abuse and neglect history checks
- Proficient computer skills (Microsoft Suite) and data entry skills
- Strong organizational skills with attention to detail
- Available to work evenings and weekends as needed
- Able to read, write, and speak English

**PREFERRED:**
- Previous experience at TESSA and/or experience with victims and/or similar populations is preferred
- Previous experience with Trauma-Informed Care
- Fluency in Spanish and/or American Sign Language is preferred

**BENEFICIAL:**
- Experience with event planning

Skills/Experience sought in the PIFP fellow:

- Activism
- Advocacy
- Campaigning
- Children’s issues
- Civil rights/social justice
- Coalition work
- Community/political organizing
- Criminal justice
- Customer service
- Data analysis
- Digital media
- Disabilities issues
- Diversity issues
- Domestic violence issues
- Economics
- 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
- 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: __________________________
Editing
Education
Environmental issues

Environment
Fiscal
Health
Legislative
Other: ___________________________

Technology Skills Required:

- Excel
- Power Point
- Publisher
- GIS
- 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: Prefer bi or multi lingual candidates