**Organization Name:** Volunteers for Outdoor Colorado  
**Location (City/State):** Denver, CO  
**Organization’s Website:** Voc.org  

- [ ] Yearlong Fellowship  
  (June 2016-May 2017)  
- [x] Summer Fellowship  
  (June-August 2016)  

**Organization’s Mission and Goals (50 words or less):**  
Volunteers for Outdoor Colorado’s (VOC) mission is to motivate and enable people to be active stewards of Colorado’s natural resources.

We have three main priorities:

1. **Strategic Signature Projects:** We pursue large-scale and strategic projects throughout the state that offer the best opportunity for engagement, impact, and visibility to help promote the importance of stewardship.

2. **Stewardship on Demand:** We harness effective technology applications to engage groups and individuals in stewardship work and help build a “movement” that invites anyone and everyone in Colorado to plug into projects, activities, and do-it-yourself actions that support effective stewardship.

3. **Invest in Research and Development:** VOC is committed to building a lasting legacy with every project and consistently finding new and effective methods for stewarding our precious public lands. This innovation can take many forms, from refining our training methods, to developing new applications.

**Title of PIFP Fellow:** Programs Assistant  

**Primary responsibilities of the PIFP fellow (please list, 100 words or less):**  
The Programs Assistant works with VOC staff and volunteers in engaging adults and youth across the state to become active stewards of Colorado’s natural resources. The primary objectives of this fellowship include: civic engagement strategies, volunteer management with a focus on effective pre- and post-project communications, outdoor stewardship skills, youth program development assistance, and skills related to nonprofit management. This position can be modified to emphasize the learning needs of the student.
**Program Assistant Duties:**
- Assist with the recruitment of volunteers, including target marketing and project segmentation.
- Assist with volunteer communication strategies aimed to reduce cancellations and no-shows, as well as provide a better overall volunteer experience.
- Assist with the development and implementation of strategies aimed at moving volunteers from single project participation to greater involvement, such as becoming a financial supporter, with VOC.
- Assist with VOC’s new mobile app and Stewardship on Demand program by helping to analyze metrics for program effectiveness, implementing new phases and effective program marketing.
- Assist with youth and family programs including researching potential partners, helping with outreach and overall program evaluation.
- Attend meetings, projects and training workshops for networking, skill development and professional experience.

**Qualifications sought in the PIFP fellow (please list, 100 words or less):**
The ideal candidate will possess the following qualifications:
- Commitment to environmental issues and outdoor stewardship.
- Strong communication skills, both written and oral.
- Good interpersonal skills, team-oriented, and enjoys working with others.
- Analytical skills including ability to prepare and analyze survey data.
- Proficient in Microsoft Word, Excel, and Outlook or similar software.
- Experience with social media, graphic design, and/or video production is a plus.
- Self-directed, highly motivated, reliable, and goal-oriented with a proven ability to meet deadlines.
- Experience with spending time outdoors, including multiple days in a car-camping setting.

The Programs Assistant will be required to provide his/her own transportation to and from the VOC office on a regular daily basis. Washington Park is on major public transportation routes. Transportation for work-related events and projects away from the main office will be provided.

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**Skills/Experience sought in the PIFP fellow:**

- Activism
- Advocacy
- Campaigning
- Children’s issues
- Civil rights/social justice
- Coalition work
- Community/political organizing
- Criminal justice
- Event Planning
- Finance/business
- Fundraising/development
- Government
- Healthcare/health sciences
- Human services
- Journalism/publications (print/online)
- Law
- Politics
- PR/communications
- Public speaking
- Qualitative research
- Quantitative research
- Reproductive rights/freedom
- Social science research/methodology
- Statistical analysis
Customer service  
Data analysis  
Digital media  
Disabilities issues  
Diversity issues  
Domestic violence issues  
Economics  
Editing  
Education  
Environmental issues

Legislative process  
LGBTQ issues  
Lobbying  
Marketing/sales  
Performing/fine arts  
Policy:  
  Education  
  Environment  
  Fiscal  
  Health  
  Legislative  
  Other:  

Technology Skills Required:  
Excel  
Power Point  
Publisher  
GIS  
Graphic design  
Database management  
Constant Contact  
Video/film production  
Publisher  
Constant Contact  
Website design  
Social media  

Certifications Required:  
WFA  
WFR  
First Aid  
CPR  
Other:  

Language Skills Required:  
Spanish  
Other:  