

FELLOWSHIP DESCRIPTION

The information below will be available to all fellowship applicants.
Please type or paste responses directly into boxes, which will expand to fit.

Organization name: Atlas Preparatory School

Location (city/state): Colorado Springs, CO

Organization's website: Atlasprep.org

Yearlong Fellowship
(June 2018-May 2019)

Summer Fellowship
(June-August 2018)

Organization Mission/Goals (100 words or less):

May include a bulleted list of priorities or initiatives, in addition to mission statement.

Atlas is a unique, public school experience that goes beyond a traditional educational environment by offering additional supports both inside and outside of school. Atlas seeks to create a more stable and supportive environment for students and families. Our mission is to empower all students to experience a life-long pursuit of self-fulfillment through education, character, and community.

Title of PIFP Fellow: Community Programs Fellow

Primary responsibilities of PIFP fellow (bulleted list; 100 words or less):

Atlas Preparatory School's environment welcomes applicants who are relentless in their aim to help Atlas promote and connect our vision and mission to the community at large. Below are some of the tasks required:

- Communicate with prospective families to arrange tours, facilitate enrollment, proctor placement tests, and new student orientation
- Assist in the on-site Food Pantry that serves our families each week during the summer
- Identify local nonprofit organizations to create partnerships and establish resources for families
- Assist with marketing through the creation of social media, radio ads and promotional materials
- Assist with the planning and execution of Atlas Prep family events
- Assist with a variety of administrative and operations tasks related to new student enrollment

Qualifications sought in PIFP fellow (bulleted list; 50 words or less):

Include **Required** and **Preferred** sections, if applicable.

- 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 on 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.
- Spanish language skills preferred

Areas of skill/experience/background required in PIFP fellow:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accessibility/disabilities | <input checked="" type="checkbox"/> Event Planning | <input type="checkbox"/> Politics |
| <input type="checkbox"/> Activism | <input type="checkbox"/> Finance/business | <input checked="" type="checkbox"/> PR/communications |
| <input checked="" type="checkbox"/> Advocacy | <input type="checkbox"/> Fundraising/development | <input checked="" type="checkbox"/> Public speaking |
| <input type="checkbox"/> Campaigning | <input type="checkbox"/> Government | <input type="checkbox"/> Qualitative research |
| <input checked="" type="checkbox"/> Children's issues | <input type="checkbox"/> Healthcare/health sciences | <input type="checkbox"/> Quantitative research |
| <input checked="" type="checkbox"/> Civil rights/social justice | <input checked="" type="checkbox"/> Human services | <input type="checkbox"/> Reproductive rights/freedom |
| <input type="checkbox"/> Coalition work | <input type="checkbox"/> Journalism/publications (print/online) | <input type="checkbox"/> Social science research/methodology |
| <input type="checkbox"/> Community/political organizing | <input type="checkbox"/> Law | <input type="checkbox"/> Statistical analysis |
| <input type="checkbox"/> Criminal justice | <input type="checkbox"/> Legislative process | <input type="checkbox"/> TV/radio |
| <input checked="" type="checkbox"/> Customer service | <input type="checkbox"/> LGBTQ issues | <input type="checkbox"/> Volunteer management |
| <input checked="" type="checkbox"/> Data analysis | <input type="checkbox"/> Lobbying | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Digital media | <input type="checkbox"/> Marketing/sales | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Diversity/inclusion | <input type="checkbox"/> Performing/fine arts | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Domestic violence issues | | |
| <input type="checkbox"/> Economics | Policy: | |
| <input type="checkbox"/> Editing | <input type="checkbox"/> Education | |
| <input checked="" type="checkbox"/> Education | <input type="checkbox"/> Environment | |
| <input type="checkbox"/> Environmental issues | <input type="checkbox"/> Fiscal | |
| | <input type="checkbox"/> Health | |
| | <input type="checkbox"/> Legislative | |
| | <input type="checkbox"/> Other: _____ | |

Technology skills required in PIFP fellow:

- | | |
|--|--|
| <input type="checkbox"/> Adobe Creative Suite
<i>(Acrobat, InDesign, PhotoShop)</i> | <input type="checkbox"/> Graphic design
<i>(infographics, etc)</i> |
| <input type="checkbox"/> Blog platforms
<i>(WordPress, Blogger)</i> | <input checked="" type="checkbox"/> Microsoft Office Suite
<i>(Word, Excel, PowerPoint)</i> |
| <input checked="" type="checkbox"/> Database management
<i>(Salesforce, GiftWorks, Wild Apricot)</i> | <input type="checkbox"/> Video/film production |
| <input checked="" type="checkbox"/> Digital marketing/outreach
<i>(Twitter, Instagram, Facebook, etc)</i> | <input type="checkbox"/> Website design/management
<i>(WordPress, SquareSpace, etc)</i> |
| <input type="checkbox"/> E-newsletter platforms
<i>(MailChimp, Constant Contact, Vertical Response)</i> | <input type="checkbox"/> Other: _____ |

GIS

Other: _____

**Certifications
Required:**

WFA

WFR

First Aid

CPR

Other: _____

**Language Skills
Required:**

English

Spanish

Other: **Preferred, not required** _____