

# 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:** Colorado League of Charter Schools

**Location (city/state):** Denver/CO

**Organization's website:** coloradoleague.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.

The mission of the Colorado League of Charter Schools is to improve student achievement by supporting Colorado's 235+ charter schools, positively reshaping the public school landscape, and advancing opportunities for innovation and expanded high-quality public school choice. The League's vision is for all Colorado students to have access to high-quality, publicly-funded school options.

**Title of PIFP Fellow:** Fellow

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

The League PIFP Fellow will be closely engaged in several areas/projects within the organization. Primary focus will be in public affairs (which includes advocacy and policy work) with a secondary focus in research. The fellow will work primarily with the public affairs division to assist in the continued execution of the League's policy and advocacy agenda. The fellow will help with several complex projects/initiatives, including a review of the 2018 Colorado legislative session as well as continued development of the League's local advocacy programs. The fellow will also assist with various research projects related to school quality and funding.

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

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

It is the expectation that all employees support the League's mission and other principles of public charter school choice. Additional qualifications sought include:

- Access to a functioning vehicle;

- Strong interest in education policy and school choice in particular;
- Ability to operate in a political environment in a strictly bipartisan manner;
- Excellent written and oral communication skills;
- Outgoing and willing to engage in conversations in unfamiliar situations;
- Skilled in using the Microsoft Office package including Outlook and Excel;
- Ability to attend occasional meetings and other events outside of normal business hours;
- Ability to work with diverse groups and populations; and
- Excellent organizational skills and ability to accomplish multiple tasks simultaneously.

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

<input type="checkbox"/> Accessibility/disabilities	<input type="checkbox"/> Event Planning	<input checked="" type="checkbox"/> Politics
<input type="checkbox"/> Activism	<input type="checkbox"/> Finance/business	<input type="checkbox"/> PR/communications
<input checked="" type="checkbox"/> Advocacy	<input type="checkbox"/> Fundraising/development	<input type="checkbox"/> Public speaking
<input type="checkbox"/> Campaigning	<input checked="" type="checkbox"/> Government	<input checked="" type="checkbox"/> Qualitative research
<input checked="" type="checkbox"/> Children's issues	<input type="checkbox"/> Healthcare/health sciences	<input checked="" type="checkbox"/> Quantitative research
<input type="checkbox"/> Civil rights/social justice	<input 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 checked="" type="checkbox"/> Community/political organizing	<input type="checkbox"/> Law	<input type="checkbox"/> Statistical analysis
<input type="checkbox"/> Criminal justice	<input checked="" 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 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 type="checkbox"/> Diversity/inclusion	<input type="checkbox"/> Performing/fine arts	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Domestic violence issues	Policy:	
<input type="checkbox"/> Economics	<input checked="" type="checkbox"/> Education	
<input type="checkbox"/> Editing	<input type="checkbox"/> Environment	
<input checked="" type="checkbox"/> Education	<input type="checkbox"/> Fiscal	
<input type="checkbox"/> Environmental issues	<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 type="checkbox"/> Database management <i>(Salesforce, GiftWorks, Wild Apricot)</i>	<input type="checkbox"/> Video/film production
<input type="checkbox"/> Digital marketing/outreach <i>(Twitter, Instagram, Facebook, etc)</i>	<input type="checkbox"/> Website design/management <i>(WordPress, SquareSpace, etc)</i>

E-newsletter platforms  
(*MailChimp, Constant Contact, Vertical Response*)

GIS

Other: \_\_\_\_\_

Other: \_\_\_\_\_

**Certifications  
Required:**

WFA

WFR

First Aid

CPR

Other: \_\_\_\_\_

**Language Skills  
Required:**

English

Spanish

Other: \_\_\_\_\_