

# 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: Towards Justice

Location (city/state): Denver, CO

Organization's website: www.towardsjustice.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.

*Towards Justice empowers America's chronically marginalized workforce to address systemic injustice, defend family financial stability, and ensure that work is the most effective strategy for economic success in our country.*

*Towards Justice is a nonprofit organization that provides sophisticated legal representation, comprehensive access to justice services, and know-your-workers-rights training programs to low-wage and immigrant workers. Our Access to Justice Program provides free and confidential workplace justice claim analysis and directly connects wage theft victims to a network of legal resources. Our IMPACT Litigation program uses class action litigation and strategic communications strategies to empower low-wage workers and advance systemic reform in the labor market.*

For more information about Towards Justice, a video is available at <https://youtu.be/iBUzbf2dw>

Title of PIFP Fellow: Access to Justice Summer Fellow

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

- Communicating in both English & Spanish
- Managing communications (social media, press releases, website)
- Donor engagement
- Access to Justice Awards Ceremony event planning
- Grant research & Grant writing
- Volunteer management

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

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

- Required

- Outstanding writing skills, including the ability to write clear, concise, punchy prose
- Good judgment and the capacity to evaluate strategic opportunities
- Confident oral communication skills
- Commitment to empowering marginalized workers and expanding access to justice
- Excellent interpersonal skills and a sense of humor
- Superior organizational skills
- Ability to work in Denver office
  
- Preferred
  - Cross-cultural experience
  - Ability to communicate in oral and written Spanish
  - Experience working with vulnerable or low-income populations

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

<input type="checkbox"/> Accessibility/disabilities	<input type="checkbox"/> Event Planning	<input type="checkbox"/> Politics
<input type="checkbox"/> Activism	<input type="checkbox"/> Finance/business	<input type="checkbox"/> PR/communications
<input type="checkbox"/> Advocacy	<input type="checkbox"/> Fundraising/development	<input type="checkbox"/> Public speaking
<input type="checkbox"/> Campaigning	<input type="checkbox"/> Government	<input type="checkbox"/> Qualitative research
<input 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 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 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 type="checkbox"/> Education	
<input type="checkbox"/> Editing	<input type="checkbox"/> Environment	
<input 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 checked="" type="checkbox"/> Digital marketing/outreach <i>(Twitter, Instagram, Facebook, etc)</i>	<input checked="" 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: _____
<input type="checkbox"/> GIS	<input type="checkbox"/> Other: _____

**Certifications  
Required:**

WFA

WFR

First Aid

CPR

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

**Language Skills  
Required:**

English

Spanish

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

**Spanish is preferred but not required**