



# 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: The Bell Policy Center

Location (city/state): Denver, CO

Organization's website: www.bellpolicy.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.*

*OUR VISION: Colorado is a state of opportunity for all.*

*OUR MISSION: We make opportunity happen by leading the debate on family economic security and driving public policy solutions that help Coloradans get ahead and stay ahead.*

Title of PIFP Fellow: Bell Policy Yearlong Fellow

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

- Research and analysis
  - Developing policy recommendations
  - Writing reports
  - Collaborating with various constituencies of the Bell Policy Center
  - Developing written research products, infographics, or other deliverables
  - Media communications, especially social media, with supervision from the Director of Communications
  - Assisting with events and logistics
  - Other duties as needed organizationally

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

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

- Familiarity or experience in carrying out in-depth research on policy-related topics, such as the budget, education, health, and jobs/economic security.
- Familiarity or experience analyzing legislation and public policies.
- Familiarity or experience in political or issue campaigns.
- Familiarity or experience in using social media.
- Excellent writing, editing, and public presentation skills.

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

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

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

WFA

WFR

First Aid

CPR

Other:

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**Language Skills  
Required:**

English

Spanish

Other:

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