



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 Center on Law & Policy		
Location (city/state):	Denver, CO		
Organization's website:	cclponline.org		
Yearlong	Fellowship	Summer 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 Colorado Center on Law and Policy is one of Colorado's leading advocacy organizations dedicated to promoting justice, economic security, access to health care and sound fiscal policies. CCLP is a leader in the advocacy community. We provide policymakers, opinion leaders, nonprofit organizations and the general public with research and education about issues of import to lower-income Coloradans; we advocate in the legislature and before executive decision makers on behalf of those issues; and we litigate them when necessary.

CCLP provides:

- Research and independent legal and policy analysis
- Education and civic engagement with diverse communities
- Advocacy on behalf of lower-income Coloradans
- Litigation and legal action for systemic change

## **Our Mission**

The Colorado Center on Law and Policy advances the health, economic security and wellbeing of low-income Coloradans through research, education, advocacy and litigation.

Title of PIFP Fellow: Family Economic Security/Communications Fellow

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

The **Family Economic Security/Communications Fellow** will assist in efforts to reduce poverty through legislative and policy change. In particular they will:

- Research and analyze policy proposals
- Draft fact sheets and policy briefs for the legislature and other stakeholders
- Represent CCLP at coalition meetings
- Communicate with coalition partners regarding policy initiatives
- Attend legislative hearings
- Social media postings and website updates
- Help develop communications content such as blogs, infographics, collateral, slide show presentations, e-newsletters, news releases and webinars
- Format, design and disseminate emails, statements and e-newsletters through an email delivery platform
- Collaborate with Communications Director on executing effective communications strategies
- Manage communications efforts during the Communications Director's absence, including media queries and outreach
- Make Powerpoint Presentations to groups on the 2018 Colorado Self-Sufficiency Standard after its release in late October 2018.

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

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

- Demonstrated commitment to advocacy on behalf of lower-income people
- Strong interest in public policy and communications
- Thorough knowledge of a diverse array of social-media platforms, including Facebook, Twitter, Instagram, Google Plus and LinkedIn
- Excellent written and oral communication skills
- Background in coalition work
- Ability to work well in group settings, as well as individually
- Quick learning curve for design software
- Experience with managing websites
- Experience with video, audio and editing technology a plus
- Spanish language skills a plus

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

Accessibility/disabilities

X Event Planning

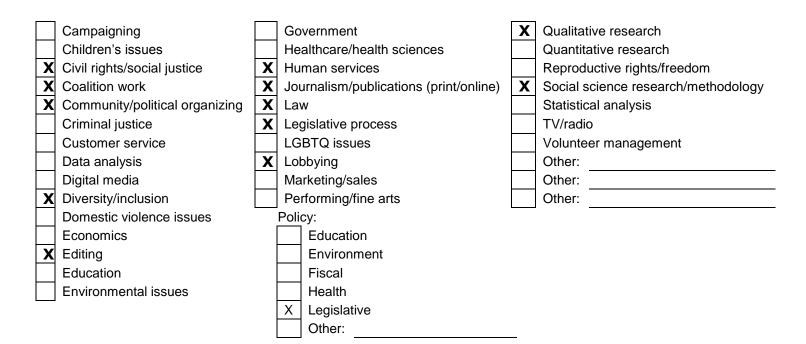
Finance/business Fundraising/development

Χ
X

PR/communications Public speaking

Politics

Activism Advocacy



## Technology skills required in PIFP fellow: R=required/ P=preferred

Ρ	Adobe Creative Suite (Acrobat, InDesign, PhotoShop)		Graphic design (infographics, etc)	
Ρ	Blog platforms (WordPress, Blogger)		Microsoft Office Suite (Word, Excel, PowerPoint)	
Ρ	Database management (Salesforce, GiftWorks, Wild Apricot)		Video/film production	
R	Digital marketing/outreach ( <i>Twitter, Instagram, Facebook, etc</i> )		Website design/management (WordPress, SquareSpace, etc)	
Ρ	E-newsletter platforms (MailChimp, Constant Contact, Vertical Response)		Other: Website update skills a plus	
	GIS		Other:	
Certifications  WFA  WFR  First Aid  CPR    Required:  Other:				
Language Skills  English  Spanish    Required:  Other:				