

# 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 Center on Law & Policy

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

**Organization's website:** cclponline.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 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:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Accessibility/disabilities | <input checked="" type="checkbox"/> Event Planning | <input checked="" 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   |

- Campaigning
- Children's issues
- Civil rights/social justice
- Coalition work
- Community/political organizing
- Criminal justice
- Customer service
- Data analysis
- Digital media
- Diversity/inclusion
- Domestic violence issues
- Economics
- Editing
- Education
- Environmental issues

- Government
- Healthcare/health sciences
- Human services
- Journalism/publications (print/online)
- Law
- Legislative process
- LGBTQ issues
- Lobbying
- Marketing/sales
- Performing/fine arts

- Qualitative research
- Quantitative research
- Reproductive rights/freedom
- Social science research/methodology
- Statistical analysis
- TV/radio
- Volunteer management
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Policy:

- Education
- Environment
- Fiscal
- Health
- Legislative
- Other: \_\_\_\_\_

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

- P** Adobe Creative Suite  
*(Acrobat, InDesign, PhotoShop)*
- P** Blog platforms  
*(WordPress, Blogger)*
- P** Database management  
*(Salesforce, GiftWorks, Wild Apricot)*
- R** Digital marketing/outreach  
*(Twitter, Instagram, Facebook, etc)*
- P** E-newsletter platforms  
*(MailChimp, Constant Contact, Vertical Response)*
- GIS

- R** Graphic design  
*(infographics, etc)*
- R** Microsoft Office Suite  
*(Word, Excel, PowerPoint)*
- P** Video/film production
- P** Website design/management  
*(WordPress, SquareSpace, etc)*
- Other: **Website update skills a plus**
- Other: \_\_\_\_\_

**Certifications Required:**

- WFA
- WFR
- First Aid
- CPR
- Other: \_\_\_\_\_

**Language Skills Required:**

- English
- Spanish
- Other: \_\_\_\_\_