

# 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:** Innovations in Aging Collaborative

**Location (city/state):** Colorado Springs, Colorado

**Organization's website:** Innovationsinaging.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 Innovations in Aging Collaborative (IIAC) is to convene the community to promote creative approaches that address the challenges and opportunities of aging.

IIAC strives to make Colorado Springs an Age Friendly Community where all ages are welcome and supportive of one another. We collaborate with local businesses and non-profits to spark intergenerational initiatives, advocate for older adults by researching their unique needs, and we aim to improve quality of life for people of all ages by initiating age-friendly programming. The vision of IIAC is making Colorado Springs a remarkable place to age.

**Title of PIFP Fellow:** Community Outreach Coordinator

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

Due to the small size and varying activities of Innovations in Aging Collaborative (IIAC), the Fellow position has a great deal of flexibility and a wide range of potential responsibilities. Most of these responsibilities have loosely fallen into the development and outreach category, but there is room for self-determination and expansion of responsibilities to suit individual interests. The list of stated duties and responsibilities should not be taken as necessarily comprehensive or restrictive. The Fellow, in conjunction with the Executive Director, participates in all tasks necessary for the smooth operation and expansion of IIAC, as experience and qualifications allow.

- Research and draft grants
- Plan and coordinate events
- Draft and manage promotional materials for monthly newsletter, social media, and blog
- Compile, write, and edit reports on a variety of subjects for staff, board members, and the public
- Meet and form partnerships with a variety of local organizations

- Research initiatives and programs in other communities as needed
- Develop, support, and oversee local programs
- Participate in strategic and organizational planning

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

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

- Strong written and verbal communication abilities
- A sense of flexibility to handle the variable nature of a small non-profit organization
- Fundraising and development experience or strong interest a plus.
- Self-motivated and comfortable with self-direction

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

<input type="checkbox"/> Accessibility/disabilities	<input checked="" 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 checked="" type="checkbox"/> Public speaking
<input type="checkbox"/> Campaigning	<input type="checkbox"/> Government	<input checked="" type="checkbox"/> Qualitative research
<input type="checkbox"/> Children’s issues	<input type="checkbox"/> Healthcare/health sciences	<input 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 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 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 checked="" type="checkbox"/> Digital media	<input checked="" type="checkbox"/> Marketing/sales	<input type="checkbox"/> Other: _____
<input checked="" 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 checked="" 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 (Acrobat, InDesign, PhotoShop)	<input type="checkbox"/> Graphic design (infographics, etc)
<input type="checkbox"/> Blog platforms (WordPress, Blogger)	<input checked="" type="checkbox"/> Microsoft Office Suite (Word, Excel, PowerPoint)
<input type="checkbox"/> Database management (Salesforce, GiftWorks, Wild Apricot)	<input type="checkbox"/> Video/film production
<input checked="" type="checkbox"/> Digital marketing/outreach (Twitter, Instagram, Facebook, etc)	<input type="checkbox"/> Website design/management (WordPress, SquareSpace, etc)
<input type="checkbox"/> E-newsletter platforms (MailChimp, Constant Contact, Vertical Response)	<input type="checkbox"/> Other: _____

GIS

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

**Certifications  
Required:**

WFA

WFR

First Aid

CPR

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

**Language Skills  
Required:**

English

Spanish

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