

## 2022 Summer Fellowship Job Description

Organization:	<b>ACLU</b>
Organization City/Primary Work Location:	Denver
Website URL:	<a href="https://www.aclu-co.org/">https://www.aclu-co.org/</a>

Organization Mission Statement (and any other relevant information you feel would be helpful to understanding the organization):

The mission of the ACLU of Colorado is to protect, defend and extend the civil rights and civil liberties of all people in Colorado.

## Fellowship Overview

Fellowship Overview:

The ACLU of Colorado's PIFP is an essential member of the affiliate's Advocacy team which pursues change in public policy through legislation, executive advocacy, corporate campaigns, and more. The Advocacy team includes policy counsel, organizers, and campaign strategists who work hand-in-hand with the ACLU's Legal team and Communications Team to create strategic multi-year advocacy campaigns. The fellow will have the support and work closely with these teams on essential civil liberties issues like criminal justice reform, reproductive rights, racial equality, and more, while contributing to campaigns designed to achieve transformational public policy change.

This position will be:

Hybrid- must be able to come to the office

A typical week as a PIFP fellow in our office will look something like this:

We start our week with all-team Advocacy Department meetings where we look at the week ahead together and identify upcoming strategic peaks and events. The fellow will meet weekly 1:1 with a supervisor to get mentoring, thought partnership, and feedback on work product. The fellow will likely also be part of an issue-based campaigns team all working together toward a policy objective. In an average week the fellow might spend independent work time researching, out in the field talking to community members, writing memos or planning events. The fellow is invited to attend skills training on strategies and tactics like public opinion research, lobbying, etc. that

are offered to the Advocacy staff. We gather as a team (virtual or otherwise) to celebrate victories and connect.

What support or professional development can the fellow expect from their supervisor, the team/staff, or the organization?

Through team meetings, one-on-one meetings with the Director of ASA and supervising ASA staff, through weekly check-ins that take the temperature of not just what the fellow is doing but how they are doing adapting to the full-time schedule and working on multiple tasks with more than one manager. We will ask weekly, what did they do during the past week, were there any challenges, what other projects would they like to get involved in, how can we support them and their work. We are very mindful that, as with anyone starting a new job, there is a period of adjustment and as mentors, we want to support the fellow during this period and during any other difficult or challenging time. As the fellows becomes more familiar with their roles we have watched both their confidence and independence soar and are never far away to mentor, guide and support.

Additional benefits offered to the fellow:

We are offering a \$400/mo. rent stipend, \$120/mo. towards garage parking or public transportation; \$50/month for internet and phone expenses (while we are working from home)

## Fellowship Details

Primary Responsibilities:

Creating fact sheets and talking points for legislators and other stakeholders; conducting research on emerging civil liberties issues; reviewing and analyzing documents and data; creating reports, briefs, power point presentations, spreadsheets, and taking meeting notes; taking the lead in organizing and facilitating a variety of summer outreach events and pre-legislative session activities and creating persuasive educational and other informational materials.

Through this fellowship, you will build capacity in our organization by:

The fellow provides the in-depth research that informs whether to move forward with advocacy, helps set our policy goals, and develops public policy and advocacy strategies. The work that the Fellow does provides the essential framework for this work.

The ways in which you will contribute to societal systemic change during this fellowship:

The ACLU's whole being for existing is to bring about societal systemic change. We anticipate that the 2022 agenda will have an aggressive legislative and advocacy agenda and will pursue meaningful policy change in the areas of Smart Justice, Immigrant's Rights, Repro Rights and Privacy. The Fellow will be part of the cohesive team that will work on these issues along with the Legal, Campaigns and Communications departments.

If applicable: You might also engage in direct service and impact your community in the following ways.

The Fellow's position has become more sophisticated over the past few years. They will have the opportunity to take the lead on various legislative campaign activities including recruiting and training volunteers, managing social media campaigns as well as running a variety of outreach programs. In these roles, the fellow will often have the opportunity to be providing support and building relationships with underserved and marginalized communities.

Required qualifications/skills:

- \*Possess a passion for and commitment to our mission
- \*Knowledge about the ACLU's current agenda and Colorado's civil rights/social justice landscape in general
- \*Strong event planning skills
- \*Basic understanding of the legislative process
- \*Experience with volunteer, outreach or grassroots organizing activities related to civil rights/social justice issues
- \*Strong research, writing and analytical skills
- \*Familiar with qualitative and quantitative methodologies
- \*Familiar with social media strategies

Preferred qualifications/skills:

- \*Leadership qualities
- \*Work independently; handling projects from concept to completion and review
- \*Strong computer skills
- \*Interest in public speaking
- \*Read and speak Spanish
- \*Work occasional evenings and weekends

What skills/competencies will fellow learn/enhance during this experience?

The fellow will learn about all aspects of public policy advocacy – from identifying what are the key issues that need addressing to crafting legislation and policy to developing strategies. They will become proficient in explaining the issues to the public, coalition

partners, and to the legislators. They will learn how to comport themselves public among legislators and other key players as well as how to be a part of the dynamic team of passionate and strong co-workers.

### **Advice and Application Follow-up**

Our advice for those who apply:

We are particularly interested in individuals who have had lived experiences that inform their desire to work at the ACLU or experience working with populations that we advocate for -- if this is you and you are comfortable doing so, please let us know in your application.

Additional information applicants should know about the organization and/or this position:

Supplemental question to be answered in your application if interested in this fellowship:

Please share an experience when you, your family, friends or others experienced discrimination, of any kind, in or outside of school or the workplace and describe how you addressed your situation or advocated for someone else. Please include what you learned from the experience and how you would take what you have learned with you to your position at the ACLU.