

## 2022-2023 Yearlong Fellowship Job Description

Organization:	<b>Peak Education</b>
Organization City/Primary Work Location:	Colorado Springs
Website URL:	www.peakedu.org

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

Peak Education disrupts the status quo by closing opportunity gaps in our community. We believe that every student deserves to reach for their full potential and that all willing learners are capable of doing so.

### Fellowship Overview

Fellowship Overview:

The Public Interest Fellow is responsible for supporting key aspects of the Peak Education signature student program, including engaging in college counseling activities, participating and facilitating monthly student programming, serving as a staff member on the Impact Service Project Team, and planning and executing student and family events. The Fellow’s professional experience will also include assisting with organizational communications and data management activities. This position will also have the choice to explore other areas of the organization depending on their capacity, professional experience and interests.

It is anticipated that the fellow will spend approximately 60% of their time engaged directly in college counseling and student programming activities. Approximately 20% of their time will be spent on data management related activities, 15% of their time would be spent on communications initiatives and 5% would be spent on generalist duties.

This position will be:

In person

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

A Fellow can expect a flexible work environment that could include working directly out of the office to complete a task or even at home. We try to keep meetings to a minimum but approach our formal collaborative time with a series of meeting categories

(Staff Meetings, Step Back Meetings (social) and Program Meetings). Most weeks the Fellow can expect to spend time in schools working or facilitating student programming. 2-4 times a month the Fellow can expect to flex their hours in order to be able to work with students in the evenings or weekends to support their growth and progress. They can expect autonomy with support from their direct supervisor and colleagues.

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

We will ensure that they have a clear understanding of Peak Education's history, mission and vision. They will complete a comprehensive training program that would involve both skill building components as well as relationship building aspects with members of our office and key Peak Education constituents (board members, volunteers, etc.). We also think it will be important to work with the fellow to establish clear goals and objectives through our OKR (Objectives, Key Results and Initiatives) performance model.

Mentoring opportunities, both formally and informally will be prevalent and they can expect to engage with professionals who have significant experience in their fields. We anticipate working with the fellow to identify specific areas of interest and professional development topics that are relevant to them and to engage with them on an ongoing basis about how their work at Peak Education could apply to their personal and professional trajectory in the future.

One of the best ways that CC can support us is to continue to develop the fellow cohort and have them engage in activities with their peers. The ability to engage with other new professionals through the program and compare experiences and sort through challenges together is an appealing aspect of bringing a PIFP fellow onboard.

Additional benefits offered to the fellow:

## Fellowship Details

Primary Responsibilities:

**College & Career Counseling:**

Assist with and/or conduct college counseling related programming and activities; Assist with essay review for 11th and 12th graders; Conduct college counseling activities with 9th-11th graders; Provide support for 9th-11th grade students with resumes and applications for special programs; Craft grade-level newsletters with college-prep activities, scholarships and other college counseling resources; Update the college counseling webpage with relevant information; Provide support with maintaining accurate data for student records; Assist with college financial aid and scholarship application completion efforts for seniors.

**Student Programming**

Present Peak Education curriculum and assist with facilitating activities during monthly student meetings at partner schools; Assist with the development, implementation and post-program activities for various Peak Education events (family meetings, student programming, fundraising events, Full STEAM Ahead, etc.); Provide support with event planning and coordination including assisting with outreach efforts to increase student and family attendance; Serve as a member of the Impact Service staff team ensuring that program teams are making progress and meeting expectations as well as timelines and deadlines.

#### Data Management

Assist with Salesforce Systems development including data tracking, data integrity efforts, and report / dashboard building; Assist with data import and cleanup activities for Salesforce, Signalvine, and Maia Learning; Provide foundational Salesforce systems administrative functions as identified.

#### Communications

Provide assistance with webpage development and maintenance; Develop email campaigns and content for families, donors and various Peak Education constituents; Assist with writing and distributing a quarterly Peak Education newsletter and the Annual Report; Develop and implement social media platform communications; Provide support with our texting platform Signalvine; In collaboration with a Program Director, develop messaging campaigns and ensure incoming messages receive a timely response.

#### Miscellaneous Duties

Assist with meeting notes and minutes; Perform other duties as assigned.

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

One of the areas of greatest needs identified by the Peak Education team is additional support for student programming and college counseling activities. Over the past 3 years Peak Education has nearly doubled the student population we are serving and has added 7 new partner schools. One of the most important aspects of a Peak Education experience for our students is having a relationship with staff throughout the school year. We see a Fellow as being able to provide direct support to student programming as well as provide increased capacity for activities necessary to function at a high level as an organization including supporting with communications initiatives and ensuring we maintain our strong commitment to data in order to drive even stronger student outcomes.

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

In 2020, despite nearly 74% of all careers following high school requiring college or postsecondary training (Colorado Department of Higher Education, 2021), the postsecondary enrollment rate in for low-income youth was around 43% which was well below the state average (56.6%). For Hispanic and Black students the rates were even lower (39.1% and 38.8% respectively, Colorado Department of Higher Education, 2021). This is extremely troubling as we know that a student of color from a low-income

background who does not attend college falls further behind economically than their family of origin. A student from a low-income family that is earning at the 45th percentile will likely earn at the 40th percentile in their adult life if they do not earn at least a certificate (Emmons, Kent & Rickey, 2018). Through supporting Peak Education's curriculum delivery, student programming and college counseling efforts, the Fellow will be directly impacting the lives and trajectories of hundreds of Peak Education Scholars and playing a vital role in their future success in our program as well as in their future endeavors to maximize their postsecondary educational experience by attending college.

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

Again, we envision the fellow providing direct student programming and college counseling activities to students. They will both be delivering key aspects of Peak Education's curriculum which supports social emotional learning, the development of a growth mindset, and provides direction on college and career possibilities. This will include both classroom presentations as well as engaging 1:1 with students and families both in person and virtually.

Peak Education's mission is to close opportunity gaps for students in our community. By providing these direct services, they will be empowering hundreds of students to reach higher both in their context today and in the future. They will also be playing a vital role in helping Peak Education to continue to work toward narrowing postsecondary attendance and attainment gaps in the Colorado Springs metro area.

Required qualifications/skills:

Bachelor's Degree  
Strong verbal communication and writing skills  
Strong interpersonal skills  
Ability to work autonomously and be self-directed  
Strong organizational and analytical skills and ability  
Ability to intermittently work nights and weekends as needed

Preferred qualifications/skills:

An interest in promoting college access and educational equity  
An ability to relate to historically marginalized and/or lower-income populations  
Community engagement and/or admission experience  
Previous presentation experience  
Experience in 6-12 educational setting  
Previous marketing, communications or webpage development experience  
Previous event planning experience  
Ability to speak two or more languages

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

Classroom Management  
Mentorship abilities  
Foundational College & Career Counseling Skill Sets  
Financial aid and scholarship counseling skills  
Public Speaking  
Event Planning  
Introduction to Data Management techniques and processes  
Foundational Customer Relations Management proficiency (Salesforce)  
Introduction to marketing and communications  
Foundational understanding of nonprofit operations  
Organizational abilities  
Collaborative and autonomous work strategies  
Proficiencies in technology platforms (MS Teams, Signalvine (texting platform))

### Advice and Application Follow-up

Our advice for those who apply:

This is a chance for someone who is both eager to make an immediate impact in terms of educational equity. Finally, we work hard to help the students in our program develop a growth mindset and to build resiliency. When fighting for educational equity and justice, we've learned that these characteristics are essential to our success and persistence in order to create change in our community.

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

Despite being in existence for 23 years, professional life at Peak Education offers a fast-paced start-up environment where work-life balance is maintained, and staff operate with autonomy to innovate and create.

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

One of primary problems that Peak Education is striving to solve is that students from low income backgrounds do not enroll in postsecondary options as frequently as their peers from middle and upper income families. In 1-2 paragraphs, tell us what you think are some of the reasons behind this disparity and how you might try to close this opportunity gap if provided with the appropriate resources.