

## Fellowship Job Description

**Organization name:** American Civil Liberties Union of Colorado

**Organization City** (primary work location): **Denver**

**Website URL:** [www.aclu-co.org](http://www.aclu-co.org)

**Organization Mission Statement:**

The mission of the ACLU of Colorado is to protect, defend and extend the civil rights and civil liberties of all people in Colorado through litigation, legislation, education and advocacy

**Anti-Discrimination Statement/Policy:**

American Civil Liberties Union (ACLU) is the nation's foremost defender of constitutional rights and civil liberties. ACLU of Colorado is an affiliate of the national ACLU, and it is the state's guardian of freedom, working in the courts, in the legislature, and in communities across the state to protect and advance civil rights and civil liberties for all. Founded in 1952, ACLU of Colorado is a nonpartisan, nonprofit organization dedicated to fulfilling the promise of equal justice under the law for all Coloradans.

**Supervisor Name:** Sophia Mayott-Guerrero  
**Supervisor Title:** Senior Organizing Strategist

## Fellowship Overview

**Will this be a Summer or Yearlong Fellowship?** Summer Fellow

**Job Title:** Summer Organizing and Campaigns Fellow

**Job/Role Overview:** The ACLU of Colorado's PIFP is an essential member of the affiliate's organizing team, which pursues changes in public policy by building grassroots power through community organizing and activist engagement. The organizing team operates within the Advocacy team which also includes policy counsel and campaign strategists. As a department, we 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 opportunity to work closely with these community and 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.

**Primary Responsibilities/Job Duties:**

- The primary work of this fellow will include office work, event support, and community outreach.
- Tabling and working at events we support to recruit new volunteers or get support for a particular issue
- Reaching out to members through phone and email to recruit to events
- Giving input on event content and structure
- Event support through confirming and assisting in planning logistics such as location, food, and cost.
- Attending internal meetings and internal support, such as input of metrics and data into data bases, crafting emails, and helping facilitate internal meetings.
- Some electoral research focused on key geographies, districts, issues, and constituencies

**Duration of Fellowship** (number of weeks): **10**

**Average hours per week: 30**

**Describe the on-site vs. remote expectations of this position** (if hybrid, please include percentage of in-person/remote): this will be hybrid, with at least one day in office a week, and one day 'in the field' and up to 4 days 'in the field' a week

**Are there any specific expectations regarding remote work of which the fellow should be aware** (e.g., fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in)?

It is preferred that the fellow has their own computer, but if not we can provide one. Having secure wifi day to day is critical, and they must have a phone.

**Describe what a typical week as a PIFP fellow in your office might look like:**

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. Mondays working from home, catching up on emails, doing admin, and keeping up with internal work. Tuesdays are in the offices with the full department, so will be meeting heavy, with time to build team culture and opportunity for cross training with policy and campaigns teams. The rest of the week will be more varied, with some direct learning and training on community organizing, time spent in the field representing the ACLU-CO at events and recruiting new volunteers, and working on logistics for a big activist training event that will take place mid-summer.

**Pay per hour: \$20**

**Additional benefits offered to the fellow: \$400/month housing stipend**

### **Through this role, the fellow will build capacity in this organization by:**

Summer is a very busy time for organizers, with regular community events such as festivals or marches, that require the teams presence. We will have several potential large projects that will need additional logistical, recruitment, and innovative input from the fellow. They will allow us to have presence at key events which are more common in summer and contribute to making our big projects happen.

### **The fellow will contribute to societal systemic change during this fellowship by:**

The ACLU's whole being for existing is to bring about societal systemic change. We anticipate that the 2024 agenda will have an aggressive legislative and advocacy agenda and will pursue meaningful policy change in the areas of Smart Justice, Systemic Equality, and Privacy and Liberty. Community Organizing is all about helping new people and activists better understand their own power and influence on the political system. This fellow will learn recruit new people into the movement to advance civil rights and civil liberties in Colorado. Both the fellow and new recruits will have opportunities to build the ACLU-Co's 2025 policy platform. They will also likely have chances to support better access to voting in communities of color and low-income communities through direct voter contact.

### **The fellow may also engage in direct service and impact the community in the following ways:**

### **The fellow may have the opportunity to learn/enhance the following skills/competencies:**

The fellow will be expected to balance their work load, and we will support them to develop project and to-do list tracking. They will also have opportunity to learn from people in all ACLU-Co departments, which will help them understand the different types of roles that exist in advocacy, and learn more about what they might like to do in their career. This will help with leadership, career and life design, and teamwork. This role will touch on all these areas of career readiness.

### **What support or professional development can the fellow expect from their supervisor, other 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.

### **Required qualifications/skills/expectations:**

- 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
- Enthusiasm about working within community and attending progressive events
- A robust sense of the importance of anti-racism, diversity, and equity and how to act on these values.

### **Preferred qualifications/skills/expectations:**

- Experience tabling at events and recruiting volunteers
- Experience training or teaching young adults
- Comfort with phone banking or other professional phone experience
- Lived experience in one of the ACLU-Co's core issue areas of justice reform, systemic equality, or privacy and liberty.

### **Advice for applicants considering this fellowship:**

We are particularly interested in individuals who have lived experience that inform their desire to work at the ACLU. We are interested in your personal story and any experience working with communities of color, immigrant communities, indigenous communities, and those who have been involved in the justice system. If your personal history is what inspires your application, make sure to tell us.

**Applicants interested in this fellowship should answer the following supplemental question on their interest form:**