



Fellowship Job Description

Organization name (and applicable abbreviations): Colorado Immigrant Rights Coalition, CIRC

Organization City (primary work location): Denver, Colorado

Website URL: <https://coloradoimmigrant.org>

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

The Colorado Immigrant Rights Coalition (CIRC) is a statewide, membership-based coalition of immigrant, faith, labor, youth, community, business and ally organizations founded in 2002 to improve the lives of immigrants and refugees by making Colorado a more welcoming, immigrant-friendly state. CIRC achieves this mission through non-partisan civic engagement, public education, and advocating for workable, fair and humane immigration policies.

Anti-Discrimination Statement/Policy:

CIRC, hereby referred to as CIRC, is committed to providing all of its employees including officers, and its interns and its volunteers with a workplace free from discrimination, harassment and bullying. CIRC does not discriminate against or allow harassment of any employee, volunteer or individuals representing member organizations because of the employee's or volunteer's race, religion, color, sex, age, national origin, sexual orientation, gender identity or expression, disability, ancestry, pregnancy, caste, or any other basis prohibited by law, or based on the employee's or volunteer's protected activity under the anti-discrimination statutes. CIRC reaffirms that it will not tolerate discrimination, harassment or bullying in any form. This prohibition covers any discrimination or harassment in the workplace, regardless of whether the discrimination or harassment is committed by a supervisor; officer; co-worker; member, employee or officer of an affiliate; vendor or consultant or any other person.

Supervisor Name: Alma Orozco

Supervisor Title: Operations Manager

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Summer

Job Title: Administrative and Workshop Support

Job/Role Overview:

The Administrative Support is responsible for assisting the Operations Manager and Legal Services Manager with the department office needs for CIRC. They will handle day-to-day voice message lines as well as general emails as they come in. They will help execute monthly workshops as well as the CIRC assembly. Most of the community served is monolingual Spanish speaking. It will be essential to be comfortable with directly serving and communicating with this population.

Primary Responsibilities/Job Duties:

Operations

- Answer and respond to calls and emails from the general operations and legal services departments. Relay messages to relevant staff when appropriate, connect the community to CIRC, and statewide resources.
- Support with monthly Legal workshops

Volunteer Coordination

- Build and maintain lists of active or prospective lists of volunteers for the legal department, update this regularly
- Recruitment of new volunteers, onboarding new volunteer sign ups
- Building and maintaining meaningful relationships with volunteers
- Connecting volunteers with relevant training

CIRC Annual Assembly

- Work may vary depending on departmental needs, sponsorship outreach and not limited to day of assembly set up and take down.

Duration of Fellowship (number of weeks): Depending on their availability, 10 weeks

Average hours per week: 30-32 hours a week, but we would be flexible

Describe the on-site vs. remote expectations of this position (if hybrid, please include percentage of in-person/remote):

The CIRC team has shifted to working 4 day work weeks, with one in person day for those working from the Denver Metro area (Tuesday). Our work hours are Monday through Friday 9am-5pm.

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)?

CIRC can provide tech equipment needed for this position

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

A typical week as a fellow in our office will vary depending on the workload. Initially there will be a need for them to work alone as they help us catch up on responding to voicemails and emails. On Tuesdays, our staff is in the office so there will be opportunities to co-work in the shared space from our Denver office. There will definitely be a lot of messaging on slack and emailing individual staff to forward emails or voicemails. There will also be a lot of phone calls to volunteers as Legal workshops approach and phone calls being returned to folks who have left a voicemail.

Pay per hour: \$20.00

Additional benefits offered to the fellow: 4 day work week(Monday- Thursday with the exception of workshops on Saturdays), holidays off

The Fellowship Experience

Through this role, the fellow will build capacity in this organization by: Working with various departments, hearing first hand from the community what the existing needs for migrants in Colorado are. Additionally, the fellow will learn about our existing practices and processes including operationally and how to run a successful workshop from beginning to end.

The fellow will contribute to societal systemic change during this fellowship by: By supporting our team with the listed tasks, the fellow opens up the capacity of other staff to coordinate community engagement events leading to policy changes or implementation.

The fellow may also engage in direct service and impact the community in the following ways: Through working with CIRC, a fellow will gain first hand experience in creating workshops to provide free services. Training on filing applications for citizenship and Deferred Action for Childhood Arrivals renewals. Additionally, through our direct phone lines and emails, the fellow will connect directly with the community and learn about resources available to them either through CIRC, CIRC membership or partners. They will also help identify gaps of support.

The fellow may have the opportunity to learn/enhance the following skills/competencies.

Manage Information - With time, the fellow will learn about the services provided by organizations that make up our coalition and partners, and eventually navigate phone calls or emails with specific needs on their own.

Equity and Inclusion - In this role, the fellow will engage with individual staff and community members. Our team is made up of diverse identities just like the communities we serve, where their ability to demonstrate or grow their equity and anti-oppressive skills will be inevitable. There will also be opportunities for the fellow to advocate for others.

Critical Thinking - While it is our practice that Supervisors are available to their team to provide support or guidance, there may be times when the fellow may need to make a decision on their own, this can include outreach to other organizations or staff when possible.

What support or professional development can the fellow expect from their supervisor, other staff, or the organization? It is our practice to have weekly or biweekly check-ins with a supervisor. Supervisors are available to answer any questions or provide clarification as needed. There is no expectation that the fellow should tackle problem solving alone. A fellow would be invited and encouraged to join any anti-oppression or professional development trainings offered to all staff that are scheduled during their time with us.

Qualifications and Expectations

Required qualifications/skills/expectations: Spanish English Bilingual- spoken and written, proficient in navigating google drive

Preferred qualifications/skills/expectations: excellent communication skills, experience working with diverse populations.

Advice for applicants considering this fellowship: Our current need as an organization is mainly administrative tasks, however, there may be opportunities for you to support the organizing team or take part in in-person meetings or actions.

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

What is your direct connection to immigrants or the immigrant community and why are you interested in the position?

**Please provide a written response in English within your interest form, and a Spanish version provided via video link.*