

Fellowship Job Description

Organization name: Educating Children of Color, Inc. (ECOC)

Organization City (primary work location): **Colorado Springs, CO**

Website URL: <https://www.educatingchildrenofcolor.org/>

Organization Mission Statement: To dismantle the cradle to prison pipeline for children of color and children in poverty through education.

Anti-Discrimination Statement/Policy: Educating Children of Color does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. Educating Children of Color is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

Supervisor Name: Regina Walter

Supervisor Title: Founder

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Summer

Job Title: Leadership Academy Program Assistant

Job/Role Overview: Facilitation and assistance with summer Leadership Academy pilot. Preparation for Leadership Academy for next academic year.

Primary Responsibilities/Job Duties: To help create a Summer Leadership Academy pilot. To recruit speakers, volunteers, mentors, and to provide some programming to youth. To facilitate programming for 24-25 Academic School Year Leadership Academy. To engage in fundraising activities. To attend Diversity University.

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

Average hours per week: **30-35**

Describe the on-site vs. remote expectations of this position (if hybrid, please include percentage of in-person/remote): ECOC does not have an office. Much of the work will be completed remotely. Contact with the Leadership Academy participants will be in person. Diversity University will be in person.

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)? Fellow will need their own computer and will be expected to reside in Colorado Springs.

Describe what a typical week as a PIFP fellow in your office might look like? ECOC will provide at least one Leadership Academy Pilot during the Summer. Fellow will help train mentors, secure presenters, create programming content and interact with youth.

Pay per hour: \$16.75

Additional benefits offered to the fellow: Mileage at the rate of \$0.59 per mile.

The Fellowship Experience

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

We don't have the capacity to do the Summer Program without a fellow. The success of the pilot will determine whether we can have a summer leadership academy program in the future (or a fellow in the future).

The fellow will contribute to societal systemic change during this fellowship by: The Leadership Academy is a delinquency prevention program. The fellow will assist in providing youth with life skills, self-advocacy skills and the resilience to avoid delinquent behavior. Programming will emphasize physical and mental well-being and will culminate in the completion of a service-learning project.

The fellow may also engage in direct service and impact the community in the following ways: Building relationships with partners, mentors and youth.

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

- **Equity and Inclusion**-The ability to demonstrate awareness, attitudes, knowledge, and skills required to equitably engage and include people from all identities and cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.
- **Leadership**-The ability to recognize and leverage personal and the individual strengths of others to achieve common goals and use interpersonal skills to coach and develop others.
- **Personal and Professional Effectiveness**-The ability to demonstrate accountability to self and others through effective habits to be productive in work and life.

The organization has 1.25 employees and will only have .5 employees by July. The fellow will need to be organized and committed to the success of the programs in order to thrive. There will be a myriad of opportunities to develop effective habits and be productive. The fellow will have the opportunity to lead mentors and to enhance their competencies and success. The focus of this program is to eliminate disparate outcomes for children of color and other groups that have been marginalized. The fellow will be working on anti-racist programming for the entirety of the fellowship.

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

Fellow will attend Diversity University and potentially Diversity University 2. The fellow will act as support to the supervisor, during that week, but the real intent is for the fellow to engage in anti-racist behavior and to incorporate that into the work with the Leadership Academy.

Qualifications and Expectations

Required qualifications/skills/expectations: organizational skills, a passion for working with youth 8th to 12th graders. Skills in working with adult partners.

Preferred qualifications/skills/expectations: Amazing computer and social media experience.

Advice for applicants considering this fellowship: You must ask questions, or the supervisor will assume you can read their mind and that you will execute the tasks without additional supervision. If you are not assertive, this is an opportunity to work on that skill!

Applicants interested in this fellowship should answer the following supplemental question on their interest form: no question submitted