

Fellowship Job Description

Organization name (and applicable abbreviations): Immunize Colorado (IC)

Organization City (primary work location): Aurora, CO

Website URL: www.immunizecolorado.org

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

Immunize Colorado was first formed in 1991 in response to the alarming fact that only about 50 percent of children in our state were adequately immunized. A group of concerned physicians, insurance providers, parents, and state officials met to develop a plan to improve and sustain childhood immunization rates in Colorado. As part of that strategy, the Colorado Children's Immunization Coalition incorporated as a 501c(3) nonprofit organization in 1999. In 2020, the organization changed our name to Immunize Colorado to reinforce the organization's commitment to protecting Coloradans across the lifespan. Our mission is to protect Colorado families, schools, and communities from vaccine-preventable diseases. Immunize Colorado works with health care providers, public health departments, businesses, policy makers, and community organizations to fulfill our mission. By focusing on six programming areas – coalition building, community outreach, provider education, data translation, free and low-cost immunization partnerships, and public policy – the coalition leverages the strengths and resources of our members and community partners to maximize the effectiveness of our efforts.

Anti-Discrimination Statement/Policy:

Immunize Colorado does not and shall not discriminate because of race, color, age, gender, gender identity and expression, sexual orientation, marital status, disability, ethnic or national origin, ancestry, religion, creed, economic status, union membership, or political affiliation. This covers all areas of employment and volunteer participation including recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws. Conditions of employment will be solely on the basis of merit and qualification. Immunize Colorado shall comply with the Americans with Disabilities Act of 1990 and shall not knowingly discriminate against individuals with disabilities. Immunize Colorado will consider modifying schedules and other adjustments to reasonably accommodate employees with disabilities.

Supervisor Name: Emily Clancy / Sarah Waraniak

Supervisor Title: Communications Director, Co-Interim Executive Director / Program Director, Co-Executive Director

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Yearlong

Job Title: Outreach and Communications Fellow

Job/Role Overview:

The Outreach and Communications Fellow will apply skills and knowledge in multiple functional areas including public health outreach and program coordination, communications, evaluation and reporting, partnership development, and event coordination to advance Immunize Colorado's mission to protect Colorado families, schools, and communities from vaccine-preventable diseases. The role provides the opportunity to gain exposure to the public health and nonprofit fields, to strategically contribute to and support the programmatic priorities for the organization, and to make an impact on Colorado communities by helping to seek out, develop, and deploy opportunities for enhanced immunization education and increased vaccine access in under-served communities.

Primary Responsibilities/Job Duties:

- Partner with the Program Director to coordinate Immunize Colorado's community outreach- and education-related programs, including provider education webinars, the 2025 Regional Immunization Summit, partner-hosted vaccination clinics, and community vaccine conversations; identify pertinent topics and faculty or experts and coordinate logistics and evaluations as needed
- Partner with the Communications Team to identify and coordinate Immunize Colorado's exhibitor participation in relevant professional conferences and local community events throughout the state such as farmers' markets, fun runs, community baby showers, etc. to help drive awareness about the organization and the importance of immunization for both professional and community audiences
- Support coalition management and facilitation for the Refugee and Immigrant Immunization Taskforce (RIIT) and the trusted community messenger program
- Identify and foster new potential partnership opportunities throughout the state to reach marginalized communities through educational efforts and vaccination clinics
- Work collaboratively with the Communications Team to identify creative strategies to promote the organization's community outreach initiatives and educational programs and events to diverse audiences throughout the state
- Work with the Program and Data Coordinator to support the organization's Youth Ambassador program, including meeting planning, project support, and content review
- As needed, develop relevant on-demand training resources for immunization providers, communicators, and advocates
- As needed, support organizational development by identifying funding opportunities and assisting with grant writing, reporting, and management

Duration of Fellowship (number of weeks): 52

Average hours per week: 40

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

Immunize Colorado's team works primarily remotely (95%), with a requirement that all staff attend one in-person office day once per month (in Aurora, CO). However, team members are welcome to go into the office more frequently, if needed or preferred. Staff are also welcome to attend optional meet-ups at different coffee shop locations around the Denver Metro area every other Friday. Additionally, staff are required to attend IC- hosted events in person, such as our annual fundraiser and biennial Immunization Summit. There are also frequent opportunities for staff to attend in-person conferences, vaccination clinics, and community events to exhibit on behalf of Immunize Colorado. The team works together to make sure these events are covered and that staff participation in these kinds of events rotates fairly.

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)?

Immunize Colorado receives our IT and office space in-kind from Children's Hospital Colorado in Aurora, Colorado. The Fellow will onboard with Children's as a contracted employee, and will receive a computer and a badge from Children's. However, the Fellow may need to use their personal computer for their first couple of weeks, as the onboarding process can be slow and a computer may not be available right away. The Fellow is required to live in Colorado, however they may choose to live where they wish, provided they are able to attend the required in-office day in Aurora once per month and any other in-person events as described above. We currently have team members who live in Denver, Aurora, Boulder, Pueblo, and Colorado Springs, with the majority of staff living in the Denver Metro area.

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

A typical week as a PIFP Fellow in our office will likely include the following:

- Participate in Monday morning all-staff check-in via Zoom
- Participate in 5-10 meetings, webinars, and/or trainings, depending on the week; these may include meetings with partners and stakeholders, meetings with IC staff to strategize around specific programs and projects, 1:1 check-ins with their supervisor(s), vaccine-related trainings and webinars, and IC-hosted provider education webinars
- Manage other time to complete work plan tasks independently; collaborate with other staff via email and Flock messenger as needed
- Participate in optional coffee shop meetups every other Friday; participate in Tinker Day once per month (see below)
- Participate in required in-office day once per month; participate in monthly all-staff meeting
- Approximately once every 1-2 months, attend a community vaccination clinic, attend a conference, or exhibit at a community event

Pay per hour: \$16.50/hour

Additional benefits offered to the fellow:

- Simple IRA Retirement Plan – Employees can contribute a minimum of 3% of their salary, pre-tax, and IC will match up to 3%.
- Monthly cell phone allowance (\$40)
- Monthly Internet allowance (\$15)
- Opportunity to work remotely, except for one in-office day per month
- "Tinker Day" once per month which allow staff to focus on passion projects outside of work
- Generous paid time off, including 120 accrued hours, the week between Christmas and New Years, birthday day off, and 9 additional holidays

The Fellowship Experience

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

The Outreach and Communications Fellow will help build capacity by expanding Immunize Colorado's ability to support direct service in more communities across Colorado, including supporting the planning and execution of mobile and community-based vaccination clinics and community vaccine conversations and forums, and by identifying new organizations and individuals with whom we can partner on vaccination initiatives. The Fellow will also build capacity by expanding our community education and outreach efforts through creation of communications resources and educational materials on vaccination for diverse audiences throughout the state. Additionally, the Fellow will build our capacity by supporting and expending our efforts to educate immunization

providers and other healthcare personnel on the importance of immunization through monthly webinars, trainings, our biennial Immunization Summit, and other educational opportunities.

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

There exist many inequities for Coloradans in accessing basic preventive health care, like vaccinations. One of Immunize Colorado's core focus areas is to increase access to vaccination, and our current efforts include advocating for and helping to build processes and programs that promote unique and innovative strategies for vaccine delivery in our state. You would work directly with our community partners to implement these strategies and would thereby contribute to equity-driven systemic change in vaccine delivery and access systems in Colorado.

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

While Immunize Colorado is not a vaccine provider, we support numerous community partners in their efforts to organize and drive traffic to vaccine clinics throughout the state. We also advocate for expanded vaccine access and promote non-traditional strategies for vaccine delivery, including the use of mobile clinics at non-traditional sites like churches, schools, and other community gathering spaces. The Fellow will have the opportunity to coordinate logistics for and attend these events; they will also have the chance to support event evaluation to help derive best practices and areas for improvement. The Fellow will impact the community by listening to the needs of diverse audiences and ensuring these are woven into the organization's provider education, community outreach, and direct service efforts.

Please provide specific examples about how the fellow might enhance their career readiness during this fellowship in the 2-3 most relevant areas:

- **Communication**
 - The Fellow will work closely with the Communications Director to conduct community listening and develop communications resources for various audiences that supplement our community engagement efforts and events. The Fellow will have the opportunity to take on creative tasks such as creating social media posts and graphics and writing fact sheets, distilling complex information into easy-to-understand, audience-specific content. The Fellow will also develop verbal communication skills when interacting with other staff members and external partners.
- **Teamwork**
 - Much of Immunize Colorado's work is intertwined; we could not accomplish our mission without working together across programs to strategically identify areas for collaboration and synergy. Our efforts aren't successful in a vacuum. The Fellow will learn teamwork by working with members of the IC team and our partners to advance our programmatic goals. The Fellow will have the opportunity to help facilitate and co-lead our Youth Ambassador Program which will require consistent collaboration with our Program and Data Manager to manage the Ambassadors, keep them on-task and working toward their goals, lead meetings, and evaluate program successes and areas for improvement.
- **Equity and Inclusion**
 - The Fellow will work in tandem with the IC staff, IC leadership, and our partners to help ensure that our vaccine education and outreach efforts center equity and inclusion at their core. The Fellow will learn how to engage in community listening to determine best practices for engaging diverse communities and will use these to effectively design interventions that address specific community needs. Specifically, the Fellow will work alongside the Program and Data Manager to support the Refugee and Immigrant Immunization Taskforce (RIIT). The Fellow will participate in crafting interventions targeted to the communities identified by the RIIT as needing additional immunization-related support. The Fellow will also work closely with the Program Team on current grant initiatives that support our trusted messenger model, which aims to utilize trusted community members to deliver immunization education in underserved communities.

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

We will support the fellow by providing hands-on training in vaccination and public health topics. We will work with them to develop and adhere to a work plan for their yearlong fellowship and schedule regular check-in meetings to see how they are adjusting to their position, discuss current work, and answer any questions. We will provide close supervision coupled with encouragement to work independently and problem solve, offer professional development opportunities like conferences and trainings, and provide opportunities to work closely with other members of our program and communications teams to achieve collective goals. Supervisors will conduct regular weekly or bi-weekly check-ins with the Fellow and will be available and reachable via phone, Flock, and email to discuss tasks, strategize, and answer questions. Additionally, the Fellow will participate in weekly all-staff check-ins wherein we discuss our goals for the week.

Qualifications and Expectations

Required qualifications/skills/expectations:

- High school diploma
- Excellent organizational, research, and verbal and written communication skills
- Self-starter with ability to work independently, problem solve, propose new ideas, and multi-task
- Some general knowledge of public health and its role in promoting healthy communities
- Commitment to health equity
- Familiarity with Google Workspace, Microsoft Office Suite, and Zoom
- Comfortable working in a mostly remote environment
- Must pass criminal background check and drug screening, and provide documentation of some required immunizations

Preferred qualifications/skills/expectations:

- Knowledge of public health and/or immunization issues, policies, and programs
- Experience in event planning and coordination, as well as meeting and webinar facilitation
- Experience in developing and fostering community partnerships
- Experience in program coordination and evaluation
- Experience using Canva as a creative tool

Advice for applicants considering this fellowship:

Immunize Colorado is a small but mighty tight-knit team. You'll be successful in this position if you: are a self-starter, are able to work well both independently and collaboratively with other staff and partners, enjoy both big-picture and detailed work, enjoy building relationships, aren't afraid to ask questions and be curious, and are passionate about fostering healthy communities.

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

What excites you about working in the public health education and outreach space?