

## Fellowship Job Description

**Organization name** (and applicable abbreviations): Inside Out Youth Services (Inside Out, or IOYS)

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

**Website URL:** [www.insideoutys.org](http://www.insideoutys.org)

**Organization Mission Statement** (and/or any other relevant information you feel would be helpful to understanding the organization): To build access, equity, and power with LGBTQIA2+ young people, ages 13-24, in the Tava (Pikes Peak) region.

### **Anti-Discrimination Statement/Policy:**

This policy states a position on discrimination and applies to all IOYS employees, volunteers, members, clients, and contractors.

IOYS follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, disability status, veteran status, military obligations, and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the public. IOYS intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. IOYS seeks to do business with organizations that encourage equal employment opportunity.

This Inside Out Youth Services (IOYS) policy is designed to achieve the following goals:

1. Protect against individual, interpersonal, organizational, or structural discrimination arising from policies or procedures that disadvantage certain groups.
2. Help all individuals realize their potential.
3. Build a diverse and inclusive organization reflecting the communities we serve.

This policy is intended to ensure that IOYS meets these goals using practical and verifiable procedures. It is imperative that everyone impacted by this policy understands and complies with this policy. Compliance with this policy is mandatory. Failure to comply with this policy may result in disciplinary action, up to and including termination of employment, volunteer position, or board membership.

**Supervisor Name:** Liss Smith (they/them)  
**Supervisor Title:** Communications & Advocacy Director

## Fellowship Overview

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

**Job Title:** Outreach Fellow

### **Job/Role Overview:**

The Outreach Fellow will be primarily responsible for staffing the IOYS table at community events, leading the young adult workgroup of the Safe at Schools Coalition, and assisting in admin tasks related to outreach initiatives. The fellow will contribute to the creation and distribution of IOYS educational materials, including brochures, infographics, pamphlets, and more. This role will staff the IOYS table at community events throughout the year, engaging community partners through outreach and education efforts. The fellow will also work closely with IOYS' Advocacy department (which includes Communications & Advocacy Director, School Advocate, Outreach Coordinator, and Digital and Community Educator) to create a process for followup and reengagement with community partners, and support the advocacy efforts of the organization through resource-creation, research, and more.

### **Primary Responsibilities/Job Duties:**

- Staff the IOYS table at outreach events in cooperation with IOYS Outreach & Advocacy Department, and volunteers.
- Lead the young adult workgroup of the Pikes Peak Safe at Schools Coalition alongside the IOYS School Advocate
- Perform routine administrative tasks related to outreach activities, specifically the COS Qmmunity Events website ([www.cosqmmunity.events](http://www.cosqmmunity.events))
- Run the COS Qmmunity Events Instagram page
- Engage community partners in advance of, during, and after outreach events.
- Track engagement (number of people, quality of engagement) at outreach events.
- Attend occasional IOYS-provided trainings to ensure resources are provided to participants.
- Facilitate at least one community training before the end of your fellowship.
- Commit to one day a week to join youth programs and interact with the youth.
- Attend all scheduled staff, team, and department meetings.
- Attend all required professional development trainings and meetings.
- Other duties as assigned.

**Duration of Fellowship** (number of weeks): 52 (with ample holiday time)

**Average hours per week:** 32

### **Describe the on-site vs. remote expectations of this position):**

We have two required workdays in-office, which our department usually takes on Tuesdays and Thursdays. The rest of the time will be remote. Special events will necessitate more in-person time at different locations in and around Colorado Springs, and the fellow will participate in these on an as-needed basis. In general, the role will be 70% in-person, and 30% virtual, with some flexibility.

**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)?

We have a variety of team meetings that are required, many virtual but some in person. An IOYS computer will be provided for the fellow. A reliable home internet connection is ideal, but if an office space is required to reliably access the internet, the fellow may work onsite daily. The fellow must live in or near Colorado Springs.

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

IOYS' Outreach & Advocacy Department is not tied to a particular daily schedule. The Fellow will work with their supervisor to determine the schedule that works best for them. The only requirement is that the fellow's 8-hour day encompasses scheduled meetings and aligns enough with their colleagues that collaboration is possible.

- **Mondays**, the fellow will have a check-in with their supervisor (Communications & Advocacy Director) and set up a list of priorities and tasks for the week. Until events are scheduled, the fellow's task list will primarily include creating and editing materials and reaching out to partner organizations and volunteers. Once a month, the fellow will be required to attend the Safe at Schools Coalition, which meets virtually on the fourth Monday.
- **Tuesdays** are the weekly IOYS all staff team huddle, in-person. Once a month, IOYS all staff have an in-person meeting on Tuesday as well.
- **Wednesdays** the fellow will collaborate with team members on ongoing tasks.
- **Thursdays**, the IOYS Outreach & Advocacy department meets in person to discuss upcoming trainings, events, and ongoing tasks. Depending on the schedule, the fellow may be asked to accompany a member of the team to a training or outreach event. At least two weeks of shadowing will occur, again depending on the schedule, before the fellow is expected to perform any job duty solo.
- **Fridays** will also be devoted to ongoing tasks.

**Pay per hour: \$18**

**Additional benefits offered to the fellow:**

Mileage reimbursement, holiday pay for established holidays (plus one floating holiday to be used at employee's discretion), generous sick leave.

## The Fellowship Experience

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

The fellow will be an invaluable addition to the team, increasing our ability to attend community events, ensuring our services reach the people who need them. They will be a strong connection between the community – specifically youth and young adults – and our organization. The lessons learned from community members will inform the work of the Safe at Schools Coalition, and the young adult workgroup that the fellow will lead.

Moreover, by taking on outreach administrative tasks, the fellow will ensure the continuation of major programs like our LGBTQIA2+ young adult event calendar ([www.cosqcommunity.events](http://www.cosqcommunity.events)) and its associated Instagram account.

Their resourcing of the community, leadership, and communication skills will assist our department in making the biggest possible impact in the Tava (Pikes Peak) region.

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

Though we have existed for 33 years, our community often does not know we exist as a resource (or they believe we just operate a community center, and don't know about our advocacy and policy work). Outreach efforts are critical to spread the word to folks who may not even know to search for us when they need our services. You will have a huge role in inviting people into our community, whether through the center itself, or into our advocacy and policy efforts. We especially hope you may be able to engage new members to the Safe at Schools Coalition, which advocates for youth in schools and works directly with those schools and districts to create inclusive policy. Changing these systems takes many partners, and many of those partners meet us through our outreach efforts rather than by finding us themselves. You will also contribute to the sustainability of IOYS' outreach efforts, which are vital in continuing our mission to support LGBTQIA2+ youth.

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

Interacting directly with community members of all ages, the fellow will be able to connect people with the resources that make most sense for them. They will work with youth, parents and caregivers, educators, and elected officials.

In leading the young adult workgroup of the Safe at Schools Coalition, they will be responsible for envisioning the workgroup's goals and helping to meet them, whether that means creating a resource packet for new school board members, adding a training to the IOYS roster that can be offered to local businesses and organizations, or dreaming up a new outreach program. The potential for individual impact is massive.

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

**Communication:** This position will be highly communicative. We will support you in catering messaging to different audiences and in different contexts. Between the tabling/outreach events themselves, communication with community partners, and communication with IOYS staff and Safe at Schools volunteers, you will gain experience in internal and external communication, education, group facilitation, and leadership.

**Teamwork:** You will be a valuable part of the IOYS Advocacy department, and through weekly meetings with this team you will develop team relationships and learn how to work with a variety of personalities. We encourage a culture of open communication, honesty, boundary setting, authenticity, and empowerment, and endeavor to be respectful of how each person functions individually and as part of a team. We are excited to learn alongside you where your teamwork strengths lie and how we can continue to support you in developing them.

**Equity and Inclusion:** IOYS actively engages in anti-oppression training, as well as ongoing work to dismantle the white supremacist structures on which the nonprofit world has been built. This role will enable you to actively outreach to historically marginalized communities, while learning more about how to better serve and communicate with EVERY human, not just those identified as valuable by capitalistic, white supremacist ideals.

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

Weekly check-ins will ensure the fellow has all the tools and materials they need to support their work and wellbeing. Additionally, there will be a heavy round of training and shadowing at the start of their fellowship to ensure they're familiar with all aspects of the work they'll be expected to perform. The fellow will have access to IOYS' Microsoft Team and their supervisor's personal cell phone number to ensure they can reach out if needed, even outside work hours. The supervisor will work with the fellow at the start of the fellowship and check in throughout to establish what kind of support they personally need or could benefit from, as everyone prefers a different supervisory approach.

The PIFP Fellow will learn about messaging and communication to a variety of audiences, from youth to parents to teachers to politicians. The fellow will also develop skills in scheduling, process creation and implementation, and effective methods of advocacy and organizing through direct collaboration with our advocacy team. The fellow will be included in all professional development opportunities provided to the IOYS Outreach & Advocacy team during their employment, which may include advocacy training, communications training, and equity/anti-oppression work.

## Qualifications and Expectations

**Required qualifications/skills/expectations:**

- Applicants must demonstrate a passion for equity, inclusion, and diversity. We would like to know your "why" – what draws you to this work.
- Reliable transportation is required; mileage will be reimbursed

**Preferred qualifications/skills/expectations:**

- Knowledge of the LGBTQIA2+ community, its challenges, and its strengths
- Strong communication skills, written and verbal
- Understanding of Colorado Springs and the wider Tava (Pikes Peak) region, its culture

**Advice for applicants considering this fellowship:**

This will be an incredibly social position, which will include talking to sometimes hundreds of people at an event, or spending many hours with a team working on a single project. If you lean more toward introversion than extroversion, it might be helpful to have plans in place to recharge your batteries, as well as an understanding of your own boundaries to ensure work-life balance. If you need help with that, our whole department is made of introverts and we will be happy to support you!

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

What skills or knowledge would you like to learn or develop through this fellowship? What is most important to you in your professional development?

What is your "why"? What draws you to this work?