

Fellowship Job Description

Organization name (and applicable abbreviations): [The Denver Park Trust](#)

Organization City (primary work location): [Denver, CO](#)

Website URL: denverparktrust.org

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

[We work closely with community leaders, neighborhood associations, and Denver Parks and Recreation to enhance existing parks and add new public green spaces in a thoughtful, equitable, and sustainable way. Specifically we:](#)

- [Fundraise for new parks](#)
- [Support community-led initiatives](#)
- [Fundraise for park enhancements](#)
- [Promote resiliency & stewardship](#)

Anti-Discrimination Statement/Policy: [The Denver Park Trust is committed to creating an inclusive and diverse environment that values and respects the contributions of all individuals. We believe in fostering equity, social justice, and equal opportunities for everyone, regardless of race, color, ethnicity, national origin, gender, gender identity, sexual orientation, religion, age, disability, or any other characteristic protected by applicable laws.](#)

Supervisor Name: [Mikayla Perry](#)

Supervisor Title: [Director of Development & Engagement](#)

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? [Summer](#)

Job Title: [Program Associate](#)

Job/Role Overview: [The PIFP fellow/Program Associate's primary project will be to support the Denver Park Trust in expanding the Pollinator Trail program. The Pollinator Trail is an initiative to restore native landscapes throughout Denver, providing resilient habitats where nature can thrive. Designed as a public-private partnership, the Pollinator Trail is a city-wide effort to combat climate change, improve biodiversity, and reduce the heat island effect. "Stops" on the trail can be found in parks at local businesses, and in the yards and patios of residents committed to doing their part to](#)

make Denver more resilient. Launching the week of June 17th, 2024, the Program Associate will assist with the rollout and expansion of the trail.

Primary Responsibilities/Job Duties:

- **Assist with the launch of the Trail:** The Program Associate will assist the Denver Park Trust staff with events, promotion, and operational tasks associated with the launch of the Pollinator Trail.
- **Expand the Trail:** After the launch, the Program Associate will continue seeking out partnerships, promoting the trail, updating the website, and carrying out logistics with the new stops as the Trail expands.
- **Assist with community outreach:** The Denver Park Trust staff and board will run a table at several events throughout the summer, including South by Southeast, Juneteenth, Pride, and several others. The fellow will be expected to sign up for a handful of shifts to engage with the community, and promote the Pollinator Trail and other programs.
- **Assist with park cleanups:** The Denver Park Trust hosts several volunteer park cleanups with community organizations, neighborhood associations, and corporate partners. These can include picking up trash, mulching, and trimming back tree suckers. The Program Associate will assist the Denver Park Trust staff in running volunteer park cleanup events.
- **Other duties as interested:** The Program Associate will be introduced to all areas of the nonprofit, including fundraising, grants, community engagement, operations, volunteer management, and programs. They will have the opportunity to choose what projects interest them and take on as their time allows.

Duration of Fellowship (number of weeks): 10

Average hours per week: 32

Describe the on-site vs. remote expectations of this position (if hybrid, please include percentage of in-person/remote): The Denver Park Trust does not have an office and the majority of work is done virtually. However, the fellow will be expected to attend 2-5 meetings per week that will take place in parks and at future park sites, in libraries throughout the city, and at businesses in the neighborhoods where we work.

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)?

The fellow will need their own computer (the DPT will provide a stipend) and will be expected to be in Denver for all in-person meetings. There will be a few weekends the fellow will be expected to work in Denver as well.

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

The fellow will primarily be working from home, researching prospective partners for the Pollinator Trail, creating a promotional plan and/or marketing materials, and taking zoom meetings. Throughout the week they may be asked to assist DPT staff with a volunteer park cleanup or meet with community members in a park or future park site. They will have weekly check-ins (virtual or in-person) with their supervisor and will attend staff meetings and board meetings, which are held at various locations throughout Denver. The fellow will be expected to provide updates on their projects and provide feedback on how they can be supported by DPT staff.

Pay per hour: \$18.29

Additional benefits offered to the fellow: \$75/month phone & laptop stipend

The Fellowship Experience

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

The fellow will build the capacity of the Denver Park Trust by expanding a new program, the Pollinator Trail. The Trail will increase visibility, introduce new partnerships, increase funding, and expand the resiliency work of DPT.

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

The fellow's primary project, the Pollinator Trail, will restore native landscapes throughout Denver, providing resilient habitats where nature can thrive. These efforts will combat climate change, improve biodiversity, and reduce the heat island effect.

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

The fellow will assist with park cleanup events to maintain Denver's parks and attend community engagement events to help educate and create awareness.

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

Communication - The fellow will need to have a firm grasp of the importance of the Pollinator Trail and communicate the benefits to partners, prospective funders, and community members through a variety of platforms.

Equity and Inclusion - [DPT uses Denver Parks & Rec's equity index](#) to identify the most under-resourced neighborhoods in Denver in terms of park quality and access. The fellow will work at a community level to understand the history and current issues these neighborhoods are facing and structure their work and engagement accordingly.

Personal and Professional Effectiveness - This role will be largely self-driven and the fellow will need to create a work plan to ensure the success of their projects. Their supervisor will hold them accountable to their goals and provide support where needed.

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

The fellow will have a two-week onboarding process, during which, they will learn about the mission, history, and work of the Denver Park Trust, their assigned project, and general nonprofit infrastructure. They will have weekly check-ins with staff throughout their fellowship to evaluate the progress of their projects, ask questions, and receive feedback on their work. The fellow will be encouraged to bring their ideas and perspectives to all meetings. At the end of the fellowship, they will receive a performance evaluation and exit interview to reflect on their achievements, skills gained, and areas to improve upon.

Qualifications and Expectations

Required qualifications/skills/expectations:

- Demonstrated passion for environmental conservation, sustainability, and community engagement.
- Strong organizational and multitasking skills with attention to detail.
- Excellent communication and interpersonal skills for effective community engagement.
- Ability to work collaboratively within a team and independently as needed.
- Flexibility and adaptability in a dynamic work environment.
- Willingness to participate in outdoor activities and community events.

- Eagerness to learn and contribute to the success of the Pollinator Trail program and the Denver Park Trust.

Preferred qualifications/skills/expectations:

- Basic knowledge of event coordination and promotional activities.
- Experience with design programs such as Canva or Adobe.
- Intermediate Spanish comprehension

Advice for applicants considering this fellowship:

The Denver Park Trust is committed to your personal and professional growth. We allow space to explore different areas of nonprofit work and encourage you to communicate your interests and preferences so we can adjust your work plan accordingly.

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

What makes you uniquely positioned to help expand the Pollinator Trail?