Andrea Culp, Director

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Fellowship Job Description

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| --- | --- | --- | --- | --- |
| We are hiring for: | **Summer 2023** |  | **Yearlong 2023-2024** |  |

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| --- | --- |
| Organization name: (and applicable abbreviations) |  |
| Organization City/Primary Work Location:  |  |
| Website URL: |  |

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

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Anti-Discrimination Statement/Policy:

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| --- | --- |
| Supervisor Name: |  |
| Supervisor Title: |  |

Fellowship Overview

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| --- | --- |
| Job Title: |  |
| Job/Role Overview:  |
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This position will be:

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| --- | --- | --- | --- |
|  | On-site |  | Remote |
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|  | Hybrid: |
| Average percentage of time fellow can expect to come to the office each week:  | **%** |
| Average percentage of time fellow can expect to be remote each week: | **%** |
| Are there any specific expectations regarding remote work of which the fellow should be aware? |
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| Duration of Fellowship (# weeks): |  | Average hours per week: |  |
| A typical week as a PIFP fellow in our office will look something like this: |
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| --- | --- | --- |
| Expected wage: |  | per hour |
| Additional benefits offered to the fellow: |
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What support or professional development can the fellow expect from their supervisor, the team/staff, or the organization?

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Fellowship Details

Primary Responsibilities/Job Duties:

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Through this fellowship, you will build capacity in our organization by:

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The ways in which you will contribute to societal systemic change during this fellowship:

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If applicable: You might also engage in direct service and impact your community in the following ways.

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Required qualifications/skills:

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Preferred qualifications/skills:

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What skills/competencies will your fellow learn/enhance during this fellowship? (*Please describe in the box provided below the applicable competencies.*)

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|  | **Career and Life Design:** The ability to proactively manage your personal and  |
|  | professional growth throughout your life journey.  |
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|  | **Communication:** The ability to articulate thoughts and ideas clearly and  |
|  | effectively to exchange information, using a broad range of communication styles, appropriate platforms to deliver and receive messages, and effectively communicate to different audiences in a variety of situations. |
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|  | **Critical Thinking:** The ability to exercise sound reasoning to analyze information,  |
|  | make decisions, identify problems, and develop workable solutions.  |
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|  | **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. |
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|  | **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.  |
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|  | **Manage Information:** The ability to obtain, critically interpret, use, and  |
|  | communicate information, turning qualitative and quantitative data into knowledge.  |
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|  | **Personal and Professional Effectiveness:** The ability to demonstrate  |
|  | accountability to self and others through effective habits to be productive in work and life.  |
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|  | **Teamwork:** The ability to collaborate with others toward a shared goal,  |
|  | participating actively, and maximizing team performance.  |
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|  | **Technology:** The ability to select and leverage existing technologies and use them  |
|  | ethically to solve problems, complete tasks, and accomplish goals efficiently. Ability to identify, learn, and effectively use new and emerging technologies. |
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Advice and Application Follow-up

Our advice for those who apply:

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Additional information applicants should know about the organization and/or this position:

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Supplemental question to be answered in your application, if interested in this fellowship:

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