



Title: Peak Education Public Interest Fellow

Location: Colorado Springs, CO

Reports to: Carlos Jiménez, Chief Operating Officer / Director of College Counseling

Job Description

The Peak Education Public Interest Fellow is responsible for the development of a robust mentoring program that will assist Peak Scholars in navigating the later years of high school; earn admission and scholarships; and provide guidance to college students in an effort to ensure that they remain enrolled and graduate on time. The fellow will be charged with recruiting and training mentors as well as providing resources and timely communications that support mentor relationships with students.

The position will serve as a member of the organization's communications team. In this role, they will provide assistance with webpage development and maintenance, the development of email messaging to families, donors and various Peak Education constituents. The position plays a significant role in the development of messaging campaigns associated with fundraising initiatives related to events, the Indy Give! campaign and annual fundraising efforts.

The Fellow will perform other duties as needed that fit within the scope of position duties and the overall mission of Peak Education. Duties will include assisting with program development for family meetings, monthly student programming, and fundraising events and Full Steam Ahead (the introductory summer program for middle school Peak Education Scholars). Program assistance includes efforts to increase attendance at programs, ensuring event success and post-program activities. Assistance with customer relations systems development, data integrity, and report building. The position will conduct occasional administrative duties related to supporting primary responsibilities as well as that provide direct support to organizational functions.

The fellow would spend approximately 40% of their time on developing the mentoring program, 35% on communication related activities, 20% on generalist duties and 5% on professional development opportunities.

Essential Functions and Responsibilities

Peak Education Mentoring program

- Recruit and train Peak Education mentors;
- Recruit and enroll Peak Scholars into the mentoring program;
- Develop systems to track mentor and mentee engagement;
- Ensure maximum engagement between students and volunteers;
- Develop resources and communications to support mentors and mentoring relationships;
- Develop stewardship plans to demonstrate gratitude for mentor contributions;
- Work with the COO to develop community partnerships to increase total numbers of volunteer mentors.



Peak Education Communication Team

- Provide assistance with webpage development and maintenance;
- Develop email campaigns and content for families, donors and various Peak Education constituents;
- Develop messaging campaigns associated with fundraising initiatives related to events, the Indy Give! campaign and annual fundraising efforts;
- Write and distribute a monthly Peak Education newsletter;
- Develop and implement social media platform communication plans.

Miscellaneous Duties

- Assist with the development, implementation and post-program activities for various Peak Education events (family meetings, monthly student programming, fundraising events, Full Steam Ahead)
- Assist with customer relations systems development including ensuring data integrity and report building.
- Other administrative duties as assigned

Professional Development Activities

- Participate in nonprofit and college counseling related professional development opportunities and conferences;
- Review and discuss college access scholarly literature;
- Personal assessment activities around personality, leadership styles;
- Networking and mentorship opportunities from organizational leaders in Colorado Springs;
- Participate in Colorado College Public Interest Fellowship Program professional development series.

Required Qualifications

- Bachelor's Degree
- Strong verbal communication and writing skills
- Strong interpersonal skills
- Ability to work autonomously and be self-directed
- Strong organizational and analytical skills and ability
- Ability to intermittently work nights and weekends as needed

Preferred Knowledge, Skills and Abilities

- An interest in promoting college access and educational equity
- Community engagement and/or admission experience
- Experience in K-12 setting
- Experience managing volunteers
- Previous marketing, communications or webpage development experience
- Previous event planning experience

At Peak Education we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates.