

Fellowship Job Description

Organization name (and applicable abbreviations): Pikes Peak Outdoor Recreation Alliance (PPORA)

Organization City (primary work location): Colorado Springs

Website URL: www.ppora.org

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

PPORA's mission is to strengthen the outdoor recreation industry for the Pikes Peak region through leadership and collaboration.

Anti-Discrimination Statement/Policy:

The Pikes Peak Outdoor Recreation Alliance (PPORA) prohibits discrimination on the basis of race, color, religion, national origin, gender, gender identity or expression, age, size, disability, marital status, sexual orientation, military status, socioeconomic background, or preferred method of outdoor recreation in any of its activities or operations. PPORA will not discriminate and will take action to ensure against discrimination in all areas of business and public interaction including, but not limited to, employment, compensation, termination, selection of volunteers and vendors, provision of services, and the promotion of events or businesses. PPORA is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, partners, vendors, and outdoor recreation participants in the greater Pikes Peak region.

Supervisor Name: McKenzie Carmack

Supervisor Title: Program and Operations Manager

Fellowship Overview

Will this be a Summer or Yearlong Fellowship? Summer Fellowship

Job Title: Community Engagement Fellow

Job/Role Overview: Fellow will support the multi-faceted needs of the organization, outlined below, during the course of the fellowship. They will support PPORA's outreach strategy, events and event planning, work within the community and with our stakeholders to share awareness of PPORA and our mission, and will

support staff with general administration and operating tasks. Fellow will help with other responsibilities as noted below.

Primary Responsibilities/Job Duties:

- Stakeholder engagement
 - Engage with stakeholders across the alliance, gaining an understanding of the regional outdoor industry
 - Table at events and represent PPORA
 - Interview subject matter experts about their field of expertise to conduct partner/stakeholder highlight reels and gather testimonies
 - Work with partners to develop needed new content for website, social media, and newsletters such as featured experiences, success stories, partner highlights etc.
- Implement outreach strategy tactics from Colorado Tourism Office grant project
 - Manage new contacts/email subscribers in Keela (CRM)
 - Update donor engagement, connections made, new partners in Keela
 - Build out partner and potential partner directory of outdoor nonprofits, businesses, tourism orgs, chambers, etc
- Operational Admin Support
 - Help organize digital files within working drive
 - Assisting with scheduling meetings and taking notes upon request
- Assist with marketing and website updates
 - Draft newsletter content
 - Inventory, gather, and file video and photos assets
 - Help maintain pikespeakoutdoors.org website, ensuring information is up to date including curating new itineraries, featured places, etc.
- Assist in Planning Content for Summer Events
 - Get Outdoors Day
 - Tradeshows (Get Outside Festival/Big Gear Show)
 - Advisory Council Summer Social
- Assist in other duties as assigned

Duration of Fellowship (number of weeks): 14 Weeks

Average hours per week: 30 hrs/wk

Describe the on-site vs. remote expectations of this position (if hybrid, please include percentage of in-person/remote): Fellow is expected to work on site with PPORA staff 70% of the time, however they have the option for virtual/at home work 30% of the time, after a short orientation period. Fellow will be working in our office at 310 S 14th St, Colorado Springs, Co 80904. Our team often works full days in local coffee shops to mix up the scenery.

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)?

Fellow will need their own computer with strong internet and a working camera. Fellow will be expected to keep and report time spent working both in and out of the office.

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

Each week at PPORA will look different in the Summer. The week will also vary with fellows preferred work schedule. There will be a mix of meetings, events, projects, conferences, webinars, community engagement opportunities, etc throughout the week that the fellow will be expected to participate in. All workdays are subject to meetings and changes. Mondays will typically be an opportunity for the fellow and supervisor to check in on project/program status and updates and prepare for the week ahead.

Pay per hour: \$16.50

Additional benefits offered to the fellow:

Supportive staff, meaningful work, and the opportunity to explore the ins and outs of nonprofits, and connecting with leaders and stakeholders in the outdoor industry.

The Fellowship Experience

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

Interns and fellows are so vital to our organization. They support our full-time staff and are the boots on the ground. A fellow will build capacity within PPORA by supporting our community outreach and operational needs. A supportive fellow will allow for PPORA full time employees to continue to expand on and lean into donor relations, development, the Outdoor Pikes Peak Initiative planning process, marketing and media presence and much more.

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

PPORA supports the future of our region's natural resources and outdoor recreation assets. As part of our pillars, the fellow's time spent with PPORA will impact and support the community through the following:

- responsibly growing by inspiring greater participation in the outdoors
- supporting stewardship of our outdoor environments and promoting outdoor ethics for responsible recreation (Leave No Trace, Care for Colorado)
- advocating for the outdoor industry at the local level
- and ultimately fulfilling our mission of strengthening the outdoor recreation industry for the Pikes Peak region through leadership and collaboration.

The fellow will also work in the community by meeting in the underserved communities of Colorado Springs and inspiring greater outdoor participation for overall health and

wellbeing by distributing our curated family adventure guides and promoting the pikespeakoutdoors.org resource as a tool to get kids and families outside.

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

Teamwork- with a small and dynamic team, we wear many hats and often switch from one task, to another to assist each other and work collaboratively. Working with PPORA will strengthen a fellows teamwork skills and provide an opportunity for them to have their hands in many projects/programs with oversight and support from the supervisor. We are a very “all hands-on deck” type of organization, and a fellow will be an incredibly valuable part of our team.

Communication- The PIFP fellow will be responsible for meeting with our partners and stakeholders across the community and outdoor industry, conducting interviews, drafting narratives, and communicating with them on our shared goals for the Pikes Peak region’s outdoors. We encourage a culture of open communication, honesty, growth, and empowerment within our organization.

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

The immediate supervisor that is assigned to the Fellow will provide support throughout the course of the fellowship. This initially includes all aspects associated with the onboarding process and functionality of the organization’s various platforms; Wordpress, Elementor, Keela, Google Drive, Basecamp, etc. Dedicated time will be allotted each week in which both the supervisor and fellow can collaboratively establish what will be the core focus areas and a plan by which desired outcomes can be met. Every effort will be made to create an experience that effectively aligns the organization’s needs with the skills, talents, and interests of the fellow. Our team offers strong communication and we often work collaboratively as a team. Working with our many stakeholders allows the fellow to connect and learn about various projects, careers, and opportunities in the outdoors.

Qualifications and Expectations

Required qualifications/skills/expectations:

- Effective time management and organization skills
- Self-motivated and independent
- Proficiency in Microsoft Programs and Google Drive
- Excellent written and verbal communication skills
- Ability to be flexible and work a varied schedule (may include some evening and weekends)
- Excellent critical thinking/problem solving skills
- Committed to building positive relationships with all stakeholders, across levels, roles, and functions.
- Ability to handle multiple projects simultaneously
- Must have fun and bring a positive mindset to the team

Preferred qualifications/skills/expectations:

- Passion for the outdoors

- Knowledge of regional outdoor industry (organizations, groups, challenges, needs, etc)

Advice for applicants considering this fellowship:

With a small organization, you will be expected to “wear many hats” and often tackle multiple tasks at a time. We ask that you remain flexible within your assigned task.

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

What are three words your friends/family would use to describe you?

What are three words your professor/advisor would use to describe you?