

## Fellowship Job Description

**This will be a:**      **Summer Fellowship**     

**Yearlong Fellowship**     

**Organization name:** Educating Children of Color, Inc. (ECOC)

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

**Website URL:**      <https://www.educatingchildrenofcolor.org/>

**Organization Mission Statement:** To dismantle the cradle to prison pipeline for children of color and children in poverty through education.

**Anti-Discrimination Statement/Policy:** Educating Children of Color does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. Educating Children of Color is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

**Supervisor Name:** **Regina Walter**

**Supervisor Title:**      **Founder**

## Fellowship Overview

**Job Title:**      **Leadership Academy Program Assistant**

**Job/Role Overview:** Facilitation and assistance with summer Leadership Academy pilot, to include making a schedule, budgeting, recruiting presenters and volunteers, generating ideas for activities, and creating program curriculum/guides. Preparation for Leadership Academy for next academic year. Recruiting and organizing a team of college mentors for the Summer Leadership Academy program. Writing a monthly newsletter with program recaps, promotions of upcoming events, and testimonies/data about our impact. Social media content creation and photographing social media/newsletter content at events. Organizing and leading Youth Advisory Board meetings. Sitting in on Board of Directors meetings and Educating Children of Color Summit Planning meetings. Work reviewing and editing grants in our Grant Writing Committee. Tabling and community outreach. Attend nonprofit management and grant writing training.

**Primary Responsibilities/Job Duties:** To help create a Summer Leadership Academy pilot. To recruit speakers, volunteers, college mentors, and to create some programming for youth about subjects such as grit and resilience, leadership, goal-setting, resume-building, college and post-secondary planning, and STEAM. To facilitate programming for 24-25 Academic School Year Leadership Academy. To work with the Grant Writing Committee to find new grants/funding sources and apply to grants. To attend Diversity University.

**Duration of Fellowship** (number of weeks): **12 weeks**  
**Average hours per week: 30-35**

**Describe the on-site vs. remote expectations of this position:** ECOC does not have an office. Much of the work will be completed remotely. Contact with the Leadership Academy participants will be in-person. Diversity University will be in-person.

**Are there any specific expectations regarding remote work of which the fellow should be aware?** Fellow will need their own computer and will be expected to reside in Colorado Springs. Fellow will need access to reliable transportation in order to get to in-person meetings and events.

**Describe what a typical week as a PIFP fellow in your office might look like?** ECOC will provide at least one Leadership Academy Pilot during the Summer. Fellow will help train mentors, secure presenters, create programming content and interact with youth.

**Pay per hour: \$16.75**

**Additional benefits offered to the fellow:** Mileage at the rate of \$0.59 per mile.

## The Fellowship Experience

**Through this role, the fellow will build capacity in this organization by:** We don't have the capacity to do the Summer Program without a fellow. The success of the pilot will determine whether we can have a summer leadership academy program in the future (or a fellow in the future).

**The fellow will contribute to societal systemic change during this fellowship by:** The Leadership Academy is a suicide prevention and delinquency prevention program. The fellow will assist in providing youth with life skills, self-advocacy skills and the resilience to avoid delinquent behavior. Programming will emphasize physical and mental well-being and will culminate in the completion of a service-learning project.

**The fellow may also engage in direct service and impact the community in the following ways:** Building relationships with partners, mentors and youth. Engaging with local educators, health care professionals, and youth-serving professionals in Diversity University. Tabling and community outreach at summer community events, such as Forge Evolution's "Kick Off The Summer" event. Facilitating the Summer Leadership Academy for youth in the community. Organizing and leading Youth Advisory Board members to create programming that reflects the wants and needs of youth in the community.

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

**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.

**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.

**Personal and Professional Effectiveness**-The ability to demonstrate accountability to self and others through effective habits to be productive in work and life.

**Project Management:** the ability to pilot a program from start to finish. Recruit and manage guest speakers, volunteers, and mentors.

**Curriculum Development:** the ability to create programming for youth ages 8th-12th grade centered on self-advocacy, confidence, physical and mental well-being, resilience, and life-skills.

**Nonprofit Management and Grant Writing Principles:** The ability to assess the organizational structure, efficacy, budgetary responsibility, financial sustainability, ethical adherence, and marketing potential of a nonprofit. Research, solicit, and apply to foundations and grantors with a strong application. Audit the ability of an organization to readily and successfully apply for grants in terms of their budget practices, organizational layout, data collection, and marketing.

**Online communications and community outreach:** The ability to advertise an organization's activities in the community via in-person tabling, newsletter communications, and social media to reach various stakeholders in the community.

The Fellow will be a part of a very small staff. The fellow will need to be organized and committed to the success of the programs in order to thrive. There will be a myriad of opportunities to develop effective habits and be productive. The fellow will have the opportunity to lead mentors and to enhance their competencies and success. The focus of this program is to eliminate disparate outcomes for children of color and other groups that have been marginalized. The fellow will be working on anti-racist programming for the entirety of the fellowship.

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

Fellow will attend Diversity University and potentially Diversity University 2. The fellow will act as support to the supervisor, during that week, but the real intent is for the fellow to engage in anti-racist behavior and to incorporate that into the work with the Leadership Academy.

## Qualifications and Expectations

**Required qualifications/skills/expectations:** organizational skills, a passion for working with youth 8th to 12th graders. Skills in working with adult partners.

**Preferred qualifications/skills/expectations:** Amazing computer and social media experience. Interest in working on our Grant Writing Committee to acquire new sources of funding.

**Advice for applicants considering this fellowship:** You must ask questions, or the supervisor will assume you can read their mind and that you will execute the tasks without additional supervision. If you are not assertive, this is an opportunity to work on that skill!

### Supplemental Essay Question

**Applicants interested in this fellowship should answer the following supplemental question in their application:** no question submitted