

Fellowship Job Description

This will be a: **Summer Fellowship**

Yearlong Fellowship

Organization name (and applicable abbreviations): Immunize Colorado

Organization City (primary work location): Aurora, Colorado

Website URL: www.immunizecolorado.org

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

Immunize Colorado was first formed in 1991 in response to the alarming fact that only about 50 percent of children in our state were adequately immunized. A group of concerned physicians, insurance providers, parents, and state officials met to develop a plan to improve and sustain childhood immunization rates in Colorado. As part of that strategy, the Colorado Children's Immunization Coalition incorporated as a 501c(3) nonprofit organization in 1999. In 2020, the organization changed our name to Immunize Colorado to reinforce the organization's commitment to protecting Coloradans across the lifespan. Our mission is to protect Colorado families, schools, and communities from vaccine-preventable diseases. Immunize Colorado works with health care providers, public health departments, businesses, policy makers, and community organizations to fulfill our mission. By focusing on six programming areas – coalition building, community outreach, provider education, data translation, free and low-cost immunization partnerships, and public policy – the coalition leverages the strengths and resources of our members and community partners to maximize the effectiveness of our efforts.

Anti-Discrimination Statement/Policy:

Immunize Colorado does not and shall not discriminate because of race, color, age, gender, gender identity and expression, sexual orientation, marital status, disability, ethnic or national origin, ancestry, religion, creed, economic status, union membership, or political affiliation. This covers all areas of employment and volunteer participation including recruitment, advertising, hiring, promotion, demotion, lateral reassignment, transfer, layoff, discharge, rates of pay or other compensation, training, and all other conditions and privileges of employment in accordance with applicable federal, state and local laws. Conditions of employment will be solely on the basis of merit and qualification. Immunize Colorado shall comply with the Americans with Disabilities Act of 1990 and shall not knowingly discriminate against individuals with disabilities. Immunize Colorado will

consider modifying schedules and other adjustments to reasonably accommodate employees with disabilities.

Supervisor Name: Emily Clancy / Sarah Waraniak
Supervisor Title: Communications Director / Program Director

Fellowship Overview

Job Title: Outreach and Communications Fellow

Job/Role Overview:

- The Outreach and Communications Fellow will apply skills and knowledge in multiple areas including public health outreach, program coordination, communications, evaluation and reporting, partnership development, and event coordination to advance Immunize Colorado's mission to protect Colorado families, schools, and communities from vaccine-preventable diseases. The role provides the opportunity to gain exposure to the public health and nonprofit fields, to strategically contribute to and support the organization's programmatic priorities, and to make an impact on Colorado communities by helping to seek out, develop, and deploy opportunities for enhanced immunization education and increased vaccine access in under-served communities.

Primary Responsibilities/Job Duties:

- Work collaboratively with the Communications Team to identify strategies to promote the organization's community outreach initiatives and educational programs and events to diverse audiences throughout the state
- Partner with the Programs and Communications teams to help coordinate the August and September 2025 Baby Showers and to help plan and coordinate the February 2026 Baby Shower to help drive awareness about the importance of immunization and connect underserved families with other healthcare and wraparound resources and services
- As needed, support the Communications Team in identifying community event participation opportunities (e.g. farmers markets, conferences, family-focused events, etc.) around Colorado to help drive awareness of Immunize Colorado for professional and community audiences
- Partner with the Program Director to coordinate Immunize Colorado's community outreach- and education-related programs, including provider education webinars, the 2026 Regional Immunization Summit, partner-hosted vaccination clinics, and Motivational Interviewing (MI) trainings; identify pertinent topics and faculty or experts and coordinate logistics and evaluations as needed
- Support the Program and Data Manager in helping facilitate the Refugee and Immigrant Immunization Taskforce (RIIT), including meeting planning and partner outreach

- As needed, assist Communications Team in developing content for fact sheets, social media posts, webpages, and other immunization-related communications tools for a variety of audiences
- Help facilitate IC's Youth Ambassador Program, including helping to support Ambassadors in developing their immunization-related intervention project and facilitating monthly all-Ambassador meetings
- Identify and foster new potential partnership opportunities throughout the state to reach marginalized communities through educational efforts and vaccination clinics
- As needed, support organizational development by identifying funding opportunities and assisting with grant writing and editing, reporting, and management

Duration of Fellowship (number of weeks): 52

Average hours per week: 40

Anticipated start and end dates of the fellowship: June 2025 – June 2026 (flexible)

Percentage of in-office work: 5%

Percentage of work away from the office (at home, virtual, or off-site): 95%

Full physical address on-site/in-office work:

13100 E. Colfax Avenue
Aurora, CO 80011

Are there other details or expectations you would like to provide regarding in-office vs. off-site work (i.e. fellow will need their own computer when working from home, fellow is expected to live in the primary city the organization is based in, much of the work is not done at a physical office but out in the community)?

- Immunize Colorado's team works primarily remotely (95%), with a requirement that all staff attend one in-person office day once per month (in Aurora, CO). However, team members are welcome to go into the office more frequently if needed or preferred. Staff are also welcome to attend optional meet-ups at different coffee shop locations around the Denver Metro area every other week on Fridays. Additionally, staff are required to attend IC-hosted events in person, such as our annual fundraiser and biennial Immunization Summit. There are also frequent opportunities for staff to attend in-person conferences, vaccination clinics, and community events to exhibit on behalf of Immunize Colorado. The team works together to make sure these events are covered and that staff participation in these kinds of events rotates fairly. Immunize Colorado receives our IT and office space in-kind from Children's Hospital Colorado in Aurora, Colorado. The Fellow will onboard with Children's as a contracted employee and will receive a computer and a badge from Children's. However, the Fellow may need to use their personal computer for their first couple of weeks, as the onboarding process can be slow, and a computer may not be available right away. The Fellow is required to live in Colorado, however they may choose to live where they wish, provided they are able to attend the required in-office day in Aurora once per month and any other in-person events as described above. We currently have team members who live in Denver, Aurora, Boulder, and Pueblo, though most staff live in the Denver Metro area.

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

Every week at IC is different, though a typical week as a PIFP Fellow with IC will likely include the following:

- Participate in Monday morning all-staff check-in via Zoom
- Participate in 5-10 Zoom meetings, webinars, and/or trainings, depending on the week; these may include meetings with partners and stakeholders, meetings with Youth Ambassadors, meetings with IC staff to strategize around specific programs and projects, 1:1 check-ins with their supervisor(s), vaccine-related trainings and webinars, and IC-hosted provider education webinars
- Manage other time to complete work plan tasks individually; collaborate with other staff via email and Flock messenger as needed
- Participate in optional coffee shop meetups in the Denver area every other Friday; participate in Tinker Day once per month
- Participate in required in-office day once per month; participate in staff lunch and monthly all-staff meeting
- Approximately once per month, attend a community vaccination clinic or conference, or table at a community event
- Approximately twice per month, participate in an in-person meeting with Youth Ambassadors

Pay per hour:

- Fellows will have the option to work either a 36- or 40-hour week for approximately \$35,000 per year.
- Note that Fellows must work 40 hours per week to be eligible for health insurance. Fellows who work 36 hours per week will not be eligible for health insurance, but will still be eligible to get paid time off (PTO) and to participate in the organization's Simple IRA Retirement Plan.

Additional benefits offered to the fellow:

- Simple IRA Retirement Plan – Employees can contribute a minimum of 3% of their salary, pre-tax, and IC will match up to 3%.
- Monthly cell phone allowance (\$40)
- Monthly Internet allowance (\$15)
- Opportunity to work remotely, except for one in-office day per month
- "Tinker Day" once per month which allow staff to focus on passion projects outside of work
- Generous paid time off, including 120 accrued hours, the week between Christmas and New Years, birthday day off, and 9 additional holidays

The Fellowship Experience

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

- The Fellow will help build capacity by expanding Immunize Colorado's ability to support direct service in more communities across Colorado, including supporting the planning and execution of mobile and community-based vaccination clinics,

educational events, and trainings, and by identifying new organizations and individuals with whom we can partner on vaccination initiatives. The Fellow will also build capacity by expanding our community education and outreach efforts through creation of communications resources and educational materials on vaccination for diverse audiences throughout the state. Additionally, the Fellow will build capacity by supporting and expanding our efforts to educate immunization providers and other healthcare personnel on the importance of immunization through monthly webinars, trainings, our biennial Immunization Summit, and other educational opportunities.

Please describe ways in which the fellow will contribute to societal systemic change and/or direct service to the community during this fellowship:

- Many Coloradans experience difficulty in and barriers to accessing basic preventive health care, like vaccinations. One of Immunize Colorado's core focus areas is to increase access to vaccination, and our current efforts include advocating for and helping to build processes and programs that promote unique and innovative strategies for vaccine delivery in our state. Specifically, IC manages a Trusted Messenger (TM) program which allows us to work directly with people who are trusted leaders in communities that experience barriers to vaccination; they help to build trust in vaccines through hosting vaccine clinics and educational events. We are also currently planning to host three Community Baby Showers with the help of these TMs to provide immunization and other healthcare services like Medicaid enrollment to families with kids prenatal – 3 years old in marginalized communities. The Fellow will be directly involved in helping to plan these events, and will work directly with our community partners, including TMs and others, to implement these strategies. They would thereby contribute meaningfully to equity-driven systemic change in vaccine delivery and access systems in Colorado through coordination of direct service opportunities. Overall, the Fellow will impact the community by listening to the needs of diverse audiences and ensuring these are woven into the organization's provider education, community outreach, and direct service efforts.

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

- The Fellow's supervisors and teammates will support the fellow by providing hands-on training in vaccination, communications best practices, health communication, program management, and community outreach and relationship building. We will work with them to develop and adhere to a work plan for their yearlong fellowship. We will also conduct regular check-in meetings to see how they are adjusting to their position, discuss and monitor their current work and capacity (adjusting when needed), answer any questions, and brainstorm ideas around projects they're working on. We will provide close supervision of the Fellow and maintain open channels of communication, making sure to emphasize our availability to answer questions, address concerns, and collaborate, while simultaneously encouraging the Fellow to work independently and problem solve. We will also offer professional development opportunities like conferences and trainings and provide opportunities to work closely with other members of our program and communications teams to

achieve collective goals. Finally, we will be mindful of the Fellow's individual passions and areas of interest and attempt to find opportunities for them to explore these in their work and learn new skills. Supervisors will conduct regular weekly or bi-weekly check-ins with the Fellow and will be available and reachable via phone, Flock, and email to discuss tasks, strategize, and answer questions. Additionally, the Fellow will participate in weekly all-staff check-ins during which we discuss our goals for the week and explore opportunities for collaboration.

Qualifications and Expectations

Required qualifications, skills, and expectations:

- High school diploma
- Excellent organizational, research, and verbal and written communication skills
- Self-starter with ability to work independently, problem solve, propose new ideas, and multi-task
- Some basic knowledge of public health and its role in promoting healthy communities
- Commitment to health equity
- Familiarity with Google Workspace, Microsoft Office Suite, and Zoom
- Comfortable working in a mostly remote environment; able to self-motivate and prioritize tasks
- Must pass criminal background check and drug screening and provide documentation of some required immunizations

Preferred qualifications, skills, and expectations:

- Knowledge of public health and/or immunization issues, policies, and programs
- Experience in event planning and coordination, as well as meeting and webinar facilitation
- Experience in developing and fostering community partnerships
- Experience in program coordination and evaluation
- Some Spanish speaking ability a plus!

Advice for applicants considering this fellowship:

- Immunize Colorado is a small but mighty tight-knit team. You'll be successful in this position if you: are a self-starter, are able to work well both independently and collaboratively with other staff and partners, enjoy both big-picture and detailed/task-oriented work, enjoy building relationships, aren't afraid to ask questions, propose new ideas, and be curious, and are passionate about fostering healthy communities in a respectful and equitable way.

Supplemental Essay Question

Applicants interested in this fellowship should answer the following supplemental question in their application:

- What excites you about working in the public health education and outreach space?