

Fellowship Job Description

This will be a: **Summer Fellowship**

Yearlong Fellowship

Organization name (and applicable abbreviations): **Peak Education**

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

Website URL: <https://www.peakedu.org/>

Organization Mission Statement: Peak Education walks alongside youth as they prepare to pursue the education and training they need to reach their dreams – illuminating the possibilities after high school, guiding them as they chart their course and providing support, resources, and skills to equip them for the journey.

Equal Employment Opportunity Statement/Policy:

There shall be no unlawful discrimination or harassment against Employees or applicants for employment because of race or color, religion or creed, sex or gender, sexual orientation, national origin or ancestry, age, physical or mental disability, military status, genetic information or other protected status. Equal employment opportunity, as required by law, shall apply to all personnel actions including, but not limited to recruitment, hiring, upgrading, promotion, demotion, layoff, or termination. (more specifics provided in the employee handbook)

Supervisor Name: **Stephanie Kimlicko**

Supervisor Title: **High School Programs Coordinator**

Fellowship Overview

Job Title: **Core Programs Fellow**

Job/Role Overview: The fellow will play a key role in supporting various programs and activities within the organization, focusing primarily on high school students.

Primary Responsibilities/Job Duties:

- Assisting the High School Programs Coordinator in planning and facilitating monthly workshops for high school students.
- Conducting one-on-one meetings to provide personalized guidance and support to students.
- Organizing and leading bi-monthly volunteer opportunities for students, which may take place on weekends or during evenings.
- Supporting college and career counseling programs as needed.
- Assisting with Peak Ed's supplement programs.
- Managing data entry tasks.
- Occasionally assisting with workshops held outside of regular school hours.
- Collaborating with the Middle School Programs Team to help run in-school activities as needed.
- Performing additional tasks as assigned to support program operations.

Duration of Fellowship (number of weeks): 50 weeks

Average hours per week: 40 hours

Anticipated start date of the fellowship: June 2, 2025

Percentage of in-office work: 100% . The fellow's role will primarily involve working in the office or at schools. During less busy weeks, there may be an opportunity to work from home one day per week. However, the expectation is that the majority of their time will be spent in the office or out in the field.

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

Full physical address on-site/in-office work: 1645 S. Murray Blvd., Colorado Springs, CO 80916. (we may be moving to a location downtown in February 2025).

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)?

The fellow's role primarily involves in-office work and school visits, with occasional opportunities to work from home during less busy weeks with supervisor's approval. It is important to note that the fellow will need access to a reliable car or transportation, as much of the work requires travel between schools, community locations, and the office. Additionally, the fellow is expected to reside within the city or surrounding area to fulfill these responsibilities effectively.

When working from home, the fellow will need access to stable internet connection to complete tasks. While some flexibility is possible, the majority of the work will be performed in-person or in the community to support students and organizational programs.

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

No two weeks look the same in this role, but here's a general idea of what to expect:

- **Monday:** Mondays are typically meeting days, which may include staff meetings, program meetings, or check-ins with your supervisor.
- **Tuesday through Friday:** Each day brings variety, depending on the program's needs. The fellow may lead in-school presentations, conduct one-on-one meetings

with students, assist with workshop preparation, or support evening events. The work often involves a mix of office tasks, field visits to schools, and occasional community-based activities.

- **Occasional Weekends and Evenings:** Some weeks may include organizing or leading volunteer opportunities for students on a Saturday or supporting special events during the evening.

Flexibility and adaptability are key, as the fellow's schedule will shift based on the needs of the program and students.

Pay per hour: \$20

Additional benefits offered to the fellow:

10 PTO days

7 sick days

Anthem Silver EPO Plan

The Fellowship Experience

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

The fellow will play a crucial role in enhancing the reach and effectiveness of our high school programs. By assisting with workshops, leading volunteer opportunities, and conducting one-on-one meetings, the fellow will provide personalized support to students while alleviating some of the workload from the High School Programs Coordinator. Additionally, their work in organizing events, managing data, and coordinating in-school activities will strengthen our operational efficiency and allow the organization to serve more students with tailored and impactful programming.

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

The fellow will directly impact the community by providing students with the tools and opportunities to succeed academically, prepare for college, and engage in meaningful service. Through one-on-one guidance and presentations, the fellow will help students explore their goals, develop essential skills, and access resources for higher education—addressing systemic barriers to post-secondary success. By leading volunteer opportunities, the fellow will also foster civic engagement and community involvement among students, contributing to a culture of giving back and creating a ripple effect of positive societal change.

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

The fellow will receive consistent support and opportunities for professional growth throughout their role. This includes:

- **Ongoing Supervision:** Regular check-ins with their supervisor to provide feedback, address challenges, and plan for upcoming tasks.
- **Training Opportunities:** Access to training on youth development, event coordination, and data management to enhance their skills.
- **Collaboration with Staff:** The fellow will work closely with experienced staff members, gaining insights into program management and community outreach.
- **Networking Opportunities:** Exposure to community partners and stakeholders through events and volunteer opportunities.
- **Skill Development:** Hands-on experience in workshop facilitation, student advising, and project management that will prepare the fellow for future roles in education, nonprofit work, or related fields.

Qualifications and Expectations

Required qualifications, skills, and expectations:

- Recent college graduate (or equivalent experience).
- Strong organizational and interpersonal skills.
- Ability to work independently and manage multiple tasks efficiently.
- Excellent communication skills, both written and verbal, with the ability to engage students and colleagues.
- Experience working with high school and/or middle school students, either in academic or extracurricular settings.
- Proficiency in data entry and familiarity with office software (e.g., Microsoft Office, Google Suite).
- A passion for education, student success, and community engagement.
- Reliable transportation to visit schools and community locations as needed.

Preferred qualifications, skills, and expectations:

- Prior experience in event planning or program coordination.
- Knowledge of college access and career readiness programs.
- Familiarity with data management systems or platforms for tracking student progress.
- Experience leading group activities, workshops, or youth programs.
- Comfortable working with diverse student populations and adapting to their unique needs.
- Ability to provide mentorship and support to students in navigating educational challenges.

Advice for applicants considering this fellowship:

This fellowship provides a unique opportunity to gain hands-on experience in the field of education, youth development, and nonprofit work. Applicants should be prepared for a dynamic and flexible role that requires adaptability and a strong commitment to helping students succeed. Success in this position will come from a combination of enthusiasm for student growth, organizational skills, and the ability to work well both independently and

as part of a team. Applicants should be ready to engage with students in various settings—whether leading workshops, supporting one-on-one meetings, or assisting with community outreach. If you're passionate about making a direct impact on students' lives and contributing to a supportive, mission-driven team, this fellowship could be a great fit.

Supplemental Essay Question

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

1. Describe a time when you worked with high school or middle school students. What was your role, and how did you contribute to their success or growth?
2. This role requires managing multiple tasks at once. Can you provide an example of a situation where you successfully balanced competing priorities? How did you stay organized and meet deadlines?
3. What motivates you to work in education or youth development? How do you believe this fellowship will help you grow both personally and professionally?