

## Fellowship Job Description

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

**Yearlong Fellowship**      ☒

**Organization name** (and applicable abbreviations): Colorado Children's Campaign

**Organization City** (primary work location): Denver, Co

**Website URL:** [www.coloradokids.org](http://www.coloradokids.org)

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

The Colorado Children's Campaign is the leading voice for children in Colorado. We make life better for Colorado's kids and families through research, advocacy, and policy.

**Anti-Discrimination Statement/Policy:**

The Children's Campaign is an equal opportunity employer. We value, honor and celebrate all forms of diversity. Our organization is committed to pursuing its mission in a way that centers equity and the inclusion of voices and experiences of those most impacted by the inequities of our social institutions and systems. To do our best work, we seek to hire and retain staff that reflect the racial diversity and changing demographics of our state.

The Children's Campaign does not and shall not discriminate on the basis of race, ethnicity, color, religion, national origin, political affiliation, sex, sexual orientation, gender identity, marital, pregnancy or parental status, physical or mental ability, genetic information, age, military service, or other non-merit factor under applicable federal, state, or local laws in any of its activities or operations. These activities include, but are not limited to: advertisements for employment, hiring of staff, compensation, promotions, termination, and other conditions of employment; selection of volunteers, interns, and vendors; and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, community partners, donors, funders, and other supporters. Our policy reflects and affirms the Children's Campaign's commitment to the principles of fair employment and the elimination of all discriminatory practices.

**Supervisor Name:** Sarah Barnes

**Supervisor Title:** VP of Policy

## Fellowship Overview

**Job Title:** Children's Policy Fellow

### **Job/Role Overview:**

The Children's Policy Fellow will work alongside a dedicated team of professionals in a non-profit organization focused on advancing policies that improve the overall wellbeing of children and families throughout Colorado. This fellowship will provide hands-on experience in policy analysis, research, and advocacy, contributing to efforts to create systemic changes that promote child wellbeing.

### **Primary Responsibilities/Job Duties:**

- Assist staff in conducting research on policies related to the Children's Campaign's policy priorities, including education, early childhood, health, and economic security.
- Work closely with staff to analyze data and trends in child wellbeing and propose policy solutions.
- Assist in drafting policy briefs, fact sheets, and talking points related to child wellbeing issues.
- Attend policy meetings, committee and board hearings, and advocacy events.
- Assist with preparing presentations or educational materials to inform stakeholders on policy issues affecting children.
- Work with staff to track legislation and policy developments at the state and federal levels.

**Duration of Fellowship** (number of weeks): 36-40 weeks depending on start and end dates

**Average hours per week:** 35

**Anticipated start and end dates of the fellowship:** Sept 1-May 31<sup>st</sup> (flexible with start and end date)

**Percentage of in-office work:** A minimum of two days (typically Monday and Tuesday) in the office. Fellow can work more days in the office if they desire. 50%.

**Percentage of work away from the office** (at home, virtual, or off-site): Able to work from home two to three days a week (typically Thursday and Friday). 50%

**Full physical address on-site/in-office work:** 1700 Broadway #840, Denver, CO 80290 (Downtown Denver)

**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 Children's Campaign will provide the fellow with a computer to use. If the fellow chooses to work from home, they will need the internet. Ideally the fellow would be able to commute to the office two days a week.

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

All staff are typically in the office on Mondays and Tuesdays, which is the bulk of the time that meetings happen, and important in-person conversations are had.

**Regularly Occurring Meetings:**

- All Staff Stand-Up - Every Monday morning 8:45-9:00am
  - Quick go around of what's happening during the week to give everyone a heads up.
- All Staff Meeting-Once a month on Monday Mornings
- Policy Team Meeting-Every Tuesday noon-1:30
- 1:1 with Direct Supervisor-Weekly to start

The policy work of the organization can typically be thought of in two seasons: Prepping for the legislative session (Sept-Dec) and executing during the legislative session (Jan-May). In the lead up to the legislative session, fellows can be expected to help with analyzing upcoming legislation, helping develop advocacy materials, and participating in stakeholder meetings. During the session, much of that work continues, but more hands are needed at the Capitol with the organization's legislative agenda. Fellows can be expected to attend committee hearings, shadow policy staff and our lobbyist, and track bills and budget items through the process. Fellows will also be involved with several advocacy events throughout the session, including a breakfast at the Capitol to meet legislators, an annual "Day on the Hill," and several policy webinars.

**Pay per hour:** \$19.29/hr

**Additional benefits offered to the fellow:**

- Medical, dental, and vision coverage.
- Employer-paid Life Insurance, Short Term Disability, and Long Term Disability
- Parking/commuting covered by the Children's Campaign
- Office Closures:
  - 9 observed Holidays from Sept-May
  - The Colorado Children's Campaign is closed for the week of Thanksgiving and December 24 –January 1
- \$25/month cell phone stipend
- Onsite gym

## The Fellowship Experience

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

- Contributing research and analysis that directly inform the organization's policy and advocacy strategies.
- Assisting with projects and events that advance policies designed to enhance the wellbeing of children and families.
- Bringing new insights and energy to support the development of ongoing programs and initiatives focused on child wellbeing.

**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 support systemic change by helping to craft and advocate for policy solutions that address key factors influencing child wellbeing, such as education access, healthcare, family supports, and economic stability. This role focuses on policy research and analysis, so the fellow's work will have a direct impact on advancing policies that contribute to long-term improvements in the wellbeing of children.

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

The fellow will receive mentorship from their supervisor and other senior staff members, with regular one-on-one check-ins and feedback sessions. They will also have opportunities for training in research methods, policy writing, and advocacy tactics. Additional professional development may include access to workshops, networking events with other advocates, and training on effective policy analysis and communication practices.

## Qualifications and Expectations

**Required qualifications, skills, and expectations:**

- Strong research and writing skills.
- Attention to detail.
- Interest in child wellbeing, public policy, and data.
- Ability to work collaboratively with diverse teams.
- Organizational skills and ability to handle multiple tasks or projects.

**Preferred qualifications, skills, and expectations:**

- Coursework or experience in public policy, sociology, social sciences, education, or a related field.
- Experience with data analysis, public speaking, or policy research.
- Familiarity with policies affecting child wellbeing or experience in a policy-focused role.

**Advice for applicants considering this fellowship:**

Candidates should be prepared to bring curiosity, compassion, and a commitment to learning to this role. This is a unique opportunity to work on important policy issues affecting the wellbeing of children and to build practical skills in policy analysis and advocacy. Applicants should approach the role with an openness to learning and a passion for contributing to the betterment of children's lives.

## Supplemental Essay Question

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

N/A