

Fellowship Job Description

This will be a: **Summer Fellowship**

Yearlong Fellowship

Organization name (and applicable abbreviations): Colorado Immigrant Rights Coalition (CIRC)

Organization City (primary work location): Denver, CO

Website URL: coloradoimmigrant.org

Organization Mission Statement:

The Colorado Immigrant Rights Coalition (CIRC) is a statewide, membership-based coalition of immigrant, faith, labor, youth, community, business and ally organizations founded in 2002 to improve the lives of immigrants and refugees by making Colorado a more welcoming, immigrant-friendly state. CIRC achieves this mission through non-partisan civic engagement, public education, and advocating for workable, fair and humane immigration policies.

Anti-Discrimination Statement/Policy: CIRC is committed to providing all of its employees including officers, and its interns and its volunteers with a workplace free from discrimination, harassment and bullying. CIRC does not discriminate against or allow harassment of any employee, volunteer or individuals representing member organizations because of the employee's or volunteer's race, religion, color, sex, age, national origin, sexual orientation, gender identity or expression, disability, ancestry, pregnancy, caste, or any other basis prohibited by law, or based on the employee's or volunteer's protected activity under the anti-discrimination statutes. CIRC reaffirms that it will not tolerate discrimination, harassment or bullying in any form. This prohibition covers any discrimination or harassment in the workplace, regardless of whether the discrimination or harassment is committed by a supervisor; officer; co-worker; member, employee or officer of an affiliate; vendor or consultant or any other person.

Supervisor Name: Alma Orozco
Supervisor Title: Operations Manager

Fellowship Overview

Job Title: Community and Campaign Support

Job/Role Overview:

The Fellow will be responsible for assisting the Operations & Legal Services Manager, as well as the Political director with the department office needs for CIRC. They will handle day-to-day voice message lines as well as general emails as they come in. They will also conduct policy research relevant to upcoming campaigns and endorsements. Most of the community served is monolingual Spanish speaking. It will be essential to be comfortable with directly serving and communicating with this population.

Primary Responsibilities/Job Duties:

Operations - Answer and respond to calls and emails from the general operations and legal services departments. Relay messages to relevant staff when appropriate, connect the community to CIRC, and statewide resources.

Resources navigation for the immigrant community: connecting people to housing, food banks, legal services, education opportunities, English classes and more!

Legal Services - Support with monthly Legal workshops and Know Your Rights Sessions: printing and preparing supplies, calling volunteers, screening citizenship applicants, attending and volunteering in said virtual & in person workshops. Build and maintain lists of active or prospective lists of volunteers for the legal department, update this regularly Recruitment of new volunteers, onboarding new volunteer sign ups. Building and maintaining meaningful relationships with volunteers

Policy - Conduct research on recent policies that affect the immigrant community. Relay research to the policy team in a well-organized summary that is comprehensive and concise. Help prepare interview questions for future candidate endorsements. Support additional needs of the policy team as they arise.

Duration of Fellowship (number of weeks): **10 weeks**

Average hours per week: 30-32 hr/wk

Anticipated start and end dates of the fellowship: flexible start and end dates between May and August

Percentage of in-office work: 50%

Percentage of work away from the office (at home, virtual, or off-site): **50%**

Full physical address on-site/in-office work: 2525 W Alameda Ave., Denver, CO 80219

Are there other details or expectations you would like to provide regarding in-office vs. off-site work?

Fellow will need their own computer as most of the work is virtual. Our work week has shifted to 32-hour work week (Monday-Thursday) with 1 people facing day.

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

A typical week as a fellow in our office will vary depending on the workload. Initially there will be a need for them to work alone as they help us catch up on responding to voicemails and emails. On Tuesdays, our staff is in the office so there will be opportunities to co-work in the shared space from our Denver office. There will be a lot of phone calls to volunteers as Legal workshops approach and phone calls being returned to folks who have left a

voicemail. When answering these phone calls and emails the fellow will be expected to assist CIRC with resource navigation by providing the relevant resources to its members and the broader immigrant community of Colorado. This may look like following up on a phone call by sending an email with contact information for lawyers in the Denver area, it could look like sending a text message with information about how to apply for a driver's license in Colorado as an immigrant, it may even include calling various shelters and temporary housing organizations to assist someone in finding temporary shelter. The fellow will also be expected to help with administrative tasks like printing/preparing workshop materials.

Pay per hour: \$22

Additional benefits offered to the fellow:

4 day work week (Mon-Thursday with exceptions on working in planned Saturday Events), holidays off

The Fellowship Experience

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

Working with various departments, hearing first hand from the community what the existing needs for migrants in Colorado are. Additionally, the fellow will learn about our existing practices and processes including operationally and how to run a successful workshop from beginning to end.

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 contribute to societal systemic change during this fellowship by: By supporting our team with the listed tasks, the fellow opens up the capacity of other staff to coordinate community engagement events leading to policy changes or implementation.

The fellow may also engage in direct service and impact the community in the following ways: Through working with CIRC, a fellow will gain first-hand experience in creating workshops to provide free services. Training on filing applications for citizenship and Deferred Action for Childhood Arrivals renewals. Additionally, through our direct phone lines and emails, the fellow will connect directly with the community and learn about resources available to them either through CIRC, CIRC membership or partners. They will also help identify gaps of support.

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

It is our practice to have weekly or biweekly check-ins with a supervisor. Supervisors are available to answer any questions or provide clarification as needed. There is no expectation that the fellow should tackle problem solving alone. A fellow would be invited

and encouraged to join any anti-oppression or professional development trainings offered to all staff that are scheduled during their time with us.

Qualifications and Expectations

Required qualifications, skills, and expectations:

Spanish/English Bilingual, spoken and written
Proficient in navigating google workspace (Google Voice, Drive, Doc, Sheets, and etc)

Preferred qualifications, skills, and expectations:

Excellent communication skills
Experience with marginalized communities

Advice for applicants considering this fellowship:

Our current need as an organization is mainly administrative tasks, however, there may be opportunities for you to support the organizing team or take part in in-person meetings or events such as community meetings, rallies and trainings.

Supplemental Essay Question

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

What is your direct connection to immigrants or the immigrant community and why are you interested in the position?

****Because you will be working primarily with monolingual Spanish speakers, please demonstrate your Spanish abilities through an audio or video file. **Include the URL with your supplemental essay in your application.**** This should be an example of your language skills while summarizing the key details in your short answer responses into an introduction of you. Consider what CIRC most needs to know about your interest in the organization and role as well as how you intend to support their primary audience. This should not be a reading of your written short answers.

****Feel free to also demonstrate your written Spanish ability within your application, if desired.**