

Fellowship Job Description

This will be a: **Summer Fellowship**

Organization name: Colorado Children's Campaign

Organization City (primary work location): Denver, CO

Website URL: www.coloradokids.org

Organization Mission Statement:

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: Shawna Mounsey

Supervisor Title: VP of Development

Fellowship Overview

Job Title: Communications and Events Intern

Job/Role Overview: The general role of this internship is to support the Development and Communications Department. Over the summer the Children's Campaign will be preparing for their 40th Anniversary celebration in September 2025, there will be a variety of tasks around this event. In addition, the fellow will work on donor stewardship, database management, and other tasks to support the Children's Campaign's communications and fundraising efforts.

Primary Responsibilities/Job Duties:

- Communication Job Duties
 - Social Media
 - Writing and scheduling social media posts for Facebook, Instagram, and LinkedIn
 - eCommunications
 - Writing articles for the Children's Campaign bi-weekly email, Kids Flash
 - 40th Anniversary communication plan implementation
- Development Job Duties
 - Database Management
 - Data entry
 - Data clean-up
 - Building and pulling reports
 - Audience segmentation
 - Automated communication creation
 - Donor Stewardship
 - Sending tax letter
 - Sending thank you letters
 - Development Admin Support
 - 40th Anniversary Event Preparation
- Event Job Duties
 - Assist Administrative Director with July board meeting held during the summer
 - Order food
 - Room set up
 - Assist Director of Advocacy and Community Engagement with upcoming event logistics
 - Find locations
 - Order food
 - Manage invite list and RSVPs
 - Assist VP of Research in planning the 2025 KIDS COUNT in Colorado! release event

Duration of Fellowship (number of weeks): 10-12 weeks depending on start date

Average hours per week: 30 hours

Anticipated start and end dates of the fellowship: June 2 – August 29 (flexible with start and end date)

Percentage of in-office work: A minimum of two days (typically Monday and Tuesday) in the office. They 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 days a week (typically Wednesday and Thursday). The office is closed on Fridays. 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?

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 live in Denver or 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:

Here are the current standing meetings we have as staff:

- All Staff Meetings
 - An opportunity for staff to all meet and go more in-depth into what's going on in each department.
 - Monday, June 9th, 10:00-11:30am
 - Also, tentatively scheduled to do a branding workshop with staff during this meeting.
 - Monday, July 14th, 10:00-11:30am
 - Monday, August 11th, 10:00-11:30am

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.

No two weeks are the same, but there are tasks that need to be completed weekly like: sending out tax letters/thank you letters, keeping the database up to date, etc. There is a lot of flexibility to complete tasks as needed.

Pay per hour: \$18.81/hour

Additional benefits offered to the fellow:

- Parking/commuting covered by the Children's Campaign
- Office Closures:
 - Fridays off
 - June 19th off for Juneteenth
 - July 4th off
- \$25/month cell phone stipend
- Onsite gym

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

There is currently only one full-time staff person leading fundraising, so this fellow will be able to provide immediate capacity building. The support that the fellow will be providing will allow for the Children's Campaign staff to focus on other tasks and relationships that they might not have been able to because of event logistics, and overall development operations.

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

The Colorado Children's Campaign works on policies that will make systemic changes in the state of Colorado that will benefit children and families. This fellow won't be working directly on those policies, they will be providing support for the Development Department which raises the money so that the work can be done.

There is also the opportunity to see and interact with the Children's Campaign staff that does work on their policies if that is of interest.

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

The Children's Campaign offers many different professional development opportunities. From weekly check-in meetings with the fellow's supervisor to quarterly Equity Team meetings, there are many different avenues for learning.

In addition, if the fellow is also interested in learning more about public policy work, they are welcome to join any of our Policy Team meetings where they can hear about the policy work the Children's Campaign is doing during their time here.

We also have staff that work in advocacy, and data and research. If this is something the fellow is interested in exploring more of, there are plenty of opportunities for that as well.

Qualifications and Expectations

Required qualifications, skills, and expectations:

- Self-motivated
- Extremely organized
- Out of the box thinker
- Loves all the little details

Preferred qualifications, skills, and expectations:

- Experience using any kind of database
- Advanced written communication skills

Advice for applicants considering this fellowship:

This description and tasks are just what is being thought of at this time. There is a lot of flexibility to make this fellowship into something more customized for the individual.

Supplemental Essay Question

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

Why are you interested in working with the Colorado Children's Campaign? What skills do you currently have that would help build the team's capacity? What are you hoping to get out of your time working with the Colorado Children's Campaign?