



www.coloradocollege.edu/pifp

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Fellowship Job Description

This will be a:



Summer Fellowship



Yearlong Fellowship



Project Based Micro-Fellowship

Organization name: Caring for Colorado Foundation (CFC)

Organization City (primary work location): Denver, CO

Website URL: www.caringforcolorado.org

About Caring for Colorado:

Caring for Colorado (CFC) is a health foundation that funds programs, organization, and systems that help young people and their families successfully navigate the adolescent period. Through collaborative partnerships, shared knowledge, and grantmaking, we work with communities to address the root causes of health inequities. We implement strategies designed to unlock the potential within every young person in Colorado and offer them opportunities to live full and happy lives.

We are looking for staff who will bring our values of hope, service, inclusion, and integrity into their daily work and are deeply committed to our mission of creating equity in health, well-being, and opportunity for Colorado's young people and their families on a personal and professional level. At Caring for Colorado, we believe social change happens when people with a wide range of backgrounds, experiences, and identities come together with a common purpose. Our staff bring their knowledge, creativity, and passion to work every day for Colorado families. We have a statewide presence with physical offices in Denver and Pueblo.

Anti-Discrimination Statement/Policy: Caring for Colorado is an equal opportunity employer with a mission to create equity in health, well-being, and opportunity for children, youth, and families

Supervisor Name: Lauren Czajka
Supervisor Title: Senior Philanthropy Lead

Fellowship Overview

Role Overview: The PIFP Summer Fellow will support the CFC Philanthropy Team with integrating youth insight learnings and regional knowledge into the decision-making process for the Youth Health and Well-Being funding opportunity, a \$6-8 million funding cycle that supports adolescents ages 9-25 and their families across Colorado.

The PIFP Summer Fellow will also have the opportunity to customize their fellowship with the following opportunities:

- 1) Accompanying philanthropy team members on regional travel across Colorado,
- 2) Increasing knowledge of youth mental health and/or reproductive health, and or
- 3) Learning about grantmaking processes and structures.

The PIFP Summer Fellow will support the following projects and tasks:

Research and document regional data to inform the philanthropy team:

- Conduct independent research on regional disparities and assets related to youth health and well-being and create data reports
- Complete templates to map regional systems
- Contribute to overall regional profiles for CFC's 11 regions

Support the development and documentation of youth insight and review processes that inform CFC's grantmaking, including organizing and coding qualitative youth input, summarizing key insights for FY27 funding priorities, and assisting with recommendations to strengthen youth-informed decision-making and future review processes.

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duration of Fellowship: 11 weeks

Average hours per week: 32 hours/week, Monday - Thursday

Anticipated start and end dates of the fellowship: Approximately May 26 – August 14, 2026 with specific dates to be determined with hired fellow

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

1635 W 13th Avenue
Denver, CO 80204

Details and expectations regarding in-office vs. off-site work?

- Work is performed from the CFC Denver office with the possibility of occasional on-site visits to the Pueblo office.
- Work is generally performed within an office environment, with standard office equipment available.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Office hours are Monday – Friday, 8:30 a.m. – 5:00 p.m.

- Caring for Colorado offers a flexible and hybrid work environment dependent on the organization's needs. One day per week of remote work, generally Wednesday, may be considered and determined based on the job's purpose and the organization's needs.

Wages/Stipend: \$25.00 per hour

Additional benefits offered to the fellow:

- Access to gym in office building
- Use of company laptop

Qualifications and Expectations

Required qualifications, skills, and expectations:

- Interest in philanthropy
- Commitment to equity
- Comfort working independently and communicating when additional support is needed
- Strong oral and written communication skills
- Ability to exercise good judgment
- An optimistic and energetic attitude
- Ability to be dependable and flexible as demonstrated by being a good team member and work delivery
- Interest in qualitative data analysis
- Familiarity with Microsoft 365

To be considered for employment the candidate must pass a background check and maintain a driver's license.

Supplemental Essay Question

In addition to the three PIFP short answer questions on your application, please add this fourth question to your application when applying for this specific fellowship role.
Please keep your response to less than 350 words.

No additional questions has been provided.