



[www.coloradocollege.edu/pifp](http://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:** Educating Children of Color, Inc. (ECOC)

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

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

### **Organization Mission Statement:**

To dismantle the cradle to prison pipeline for children of color and children in poverty through education.

### **Anti-Discrimination Statement/Policy:**

Educating Children of Color does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. Educating Children of Color is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

**Supervisor Name:** **Regina Walter**

**Supervisor Title:** **Founder**

## Fellowship Overview

**Job Title:** **Leadership Academy Program Assistant**

**Role Overview:**

This role involves facilitating and assisting with the summer Leadership Academy pilot program, which includes developing schedules, managing budgets, recruiting presenters and volunteers, brainstorming activity ideas, and designing program curriculum/guides. Helping prepare for next year's Leadership Academy while organizing a team of college mentors to support the summer initiative. Additional responsibilities include writing a monthly newsletter featuring program highlights, event promotions, and impact data, as well as creating social media content and photographing events for promotional use. You'll lead Youth Advisory Board meetings, participate in Board of Directors and Educating Children of Color Summit Planning meetings, and contribute to grant writing by reviewing and editing proposals. The position also includes community outreach through tabling, as well as attending nonprofit management and grant writing training sessions.

**Primary responsibilities and expectations of fellow:**

To help create a Summer Leadership Academy pilot. To recruit speakers, volunteers, college mentors, and to create some programming for youth about subjects such as grit and resilience, leadership, goal setting, resume-building, college and post-secondary planning, and STEAM. To facilitate programming for 25-26 Academic School Year Leadership Academy. To work with the Grant Writing Committee to find new grants/funding sources and apply for grants. To attend The Bridge Building Institute.

**Duration of Fellowship (number of weeks): 12 weeks****Average hours per week: 30-35 hrs/week****Anticipated start and end dates of the fellowship:** May 18, 2026 - August 13, 2026**Details and expectations regarding in-office vs. off-site work?**

ECOC operates without a physical office, conducting the majority of its work remotely. The Fellow will conduct much of their work remotely. However, engagement with Leadership Academy participants will occur face-to-face, as will all activities associated with the Bridge Building Institute, which will be an in-person presence for its programming and events.

**Are there any specific expectations regarding remote work of which the fellow should be aware?**

Fellow will need their own computer and will be expected to reside in Colorado Springs. Fellow will need access to reliable transportation in order to get to in-person meetings and events. ECOC conducts business across Colorado Springs and the surrounding areas, and the Fellow will be expected to drive to all locations (often with supplies).

## **Describe a typical week as a PIFP fellow within your organization:**

ECOC is in the third Leadership Academy Pilot program during the summer months. The selected Fellow will be responsible for:

1. **Mentor Training** – Preparing and instructing mentors who will guide youth participants, ensuring they are equipped with effective leadership strategies and facilitation techniques.
2. **Presenter Coordination** – Securing guest speakers, industry professionals, or educators to deliver specialized workshops, talks, or skill-building sessions.
3. **Content Development** – Designing engaging curriculum, activities, and lesson plans tailored to foster leadership, teamwork, and personal growth among participants.
4. **Youth Engagement** – Directly interacting with program attendees through mentorship, discussions, and hands-on activities to reinforce program objectives and inspire development.

This initiative aims to cultivate leadership skills in young individuals through structured, interactive learning experiences.

**Wages/Stipend: \$17.50**

**Additional benefits offered to the fellow: \$500 Gas Stipend**

### **The Fellowship Experience**

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

We don't have the capacity to do the Summer Program without a fellow. The success of the pilot will determine whether we can have a summer leadership academy program in the future (or a fellow in the future).

#### **The fellow will contribute to societal systemic change during this fellowship by:**

The Leadership Academy is a suicide prevention and delinquency prevention program. The fellow will assist in providing youth with life skills, self-advocacy skills and the resilience to avoid delinquent behavior. Programming will emphasize physical and mental well-being and will culminate in the completion of a service-learning project.

#### **The fellow may also engage in direct service and impact the community in the following ways:**

The initiative focuses on cultivating meaningful connections with partners, mentors, and youth while actively collaborating with local educators, healthcare providers, and professionals serving young people through The Bridge Building Institute. Outreach efforts include tabling at summer events like Forge Evolution's "Kick Off The Summer," fostering community

engagement. Additionally, the program facilitates the Summer Leadership Academy, empowering youth through structured development opportunities.

**The fellow may have the opportunity to learn/enhance the following skills & competencies.**

The Fellow will join a compact team, requiring strong organizational skills and dedication to program success. This role offers numerous chances to cultivate productive habits and maximize efficiency. Leadership opportunities will arise, allowing the Fellow to guide mentors while honing their own professional competencies. Central to this program is addressing inequities faced by children of color and other marginalized communities. Throughout the fellowship, the Fellow will engage exclusively in developing and implementing anti-racist initiatives, contributing directly to dismantling systemic disparities.

**Equity and Inclusion**-The ability to demonstrate awareness, attitudes, knowledge, and skills required to equitably engage and include people from all identities and cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

**Leadership**-The ability to recognize and leverage personal and the individual strengths of others to achieve common goals and use interpersonal skills to coach and develop others.

**Personal and Professional Effectiveness**-The ability to demonstrate accountability to self and others through effective habits to be productive in work and life.

**Project Management**: the ability to pilot a program from start to finish. Recruit and manage guest speakers, volunteers, and mentors.

**Curriculum Development**: the ability to create programming for youth ages 8th-12th grade centered on self-advocacy, confidence, physical and mental well-being, resilience, and life-skills.

**Nonprofit Management and Grant Writing Principles**: The ability to assess the organizational structure, efficacy, budgetary responsibility, financial sustainability, ethical adherence, and marketing potential of a nonprofit. Research, solicit, and apply to foundations and grantors with a strong application. Audit the ability of an organization to readily and successfully apply for grants in terms of their budget practices, organizational layout, data collection, and marketing.

**Online communications and community outreach**: The ability to advertise an organization's activities in the community via in-person tabling, newsletter communications, and social media to reach various stakeholders in the community.

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

Fellow will attend The Bridge Building Institute and potentially The Bridge Building institute 2. The fellow will act as support to the supervisor, during that week, but the real intent is for the fellow to engage in anti-racist behavior and to incorporate that into the work with the Leadership Academy.

### **Qualifications and Expectations**

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

organizational skills, a passion for working with youth 6th to 12th graders. Skills in working with adult partners. Creativity & initiative.

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

Amazing computer and social media experience. Interest in working on our Grant Writing Committee to acquire new sources of funding.

#### **Advice or additional information for applicants considering this fellowship:**

You must ask questions, or the supervisor will assume you can read their mind and that you will execute the tasks without additional supervision. If you are not assertive, this is an opportunity to work on that skill!

### **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 supplemental question submitted or required