

**PROGRAM FELLOW**

**Reporting Relationship:** Program Director

[Chinook Fund](http://www.chinookfund.org/) is Colorado’s community foundation supporting grassroots groups leading the movement for equality, economic justice and peace. By inspiring donors to give and awarding grants for grassroots organizing and activism, Chinook Fund is building a community of progressive leaders in a movement to achieve lasting social change. [www.chinookfund.org](http://www.chinookfund.org)

**Basic Function**

Reporting to the Program Director, the Program Fellow will support Chinook Fund’s core program, The Giving Project, as well as our facilitated community trainings and outreach efforts. The Giving Project is an innovative new model for funding social change, building community, and transformative leadership development. It brings together a diverse group of people of all income levels who are passionate about social change and interested in building their skills in fundraising, grantmaking, and community building. Participants work together to raise and grant money to organizations that build power for social change in Colorado. The Program Fellow will provide administrative and events support to a nationally leading model for sustainable social justice grantmaking and community leadership development, support anti-oppression and social justice curriculum evaluation measures and program design, and act as Chinook Fund’s representative at information sessions, outreach events, and to our community partners.

**Key Responsibilities**

Outreach

* Reach out to new communities to schedule presentations and workshops
* Help create agendas and collateral materials for these sessions
* Host information sessions, representing our program and agency, when applicable
* Manage our public events, including the Grantee Panel and Grantee Celebration

Giving Project:

* Attend Giving Project meetings and offer administrative assistance (note taking, materials preparation)
* Assist with logistics such as food donations, space set up, and tech when applicable
* Assist with support for make-up training sessions
* Work with the Program Director to develop social justice resource lists, implement curriculum reviews, and create updates
* Support Giving Project participant management, such as organizational systems like our Google Group and Google Drive folder for grantmaking document management; managing member communication when appropriate
* Develop community building events, practices, and materials
* Support Giving Project Alumni programs and meetings
* Analyze program outcomes for briefs on the Giving Project’s social change impacts

Additional efforts could include, but are not limited to:

* Work with the Program Director to develop new social justice workshop modules when applicable
* Investigate community partnerships for anti-oppression trainings and community leadership workshops
* Communications: write copy for the monthly e-newsletter or social media accounts, communicate with grantees for features and events, send out press releases and community invitations
* Development: investigate and initiate sponsorships for our events, provide support for direct mail and digital giving campaigns, support Giving Project donor management (thank yous, donation tracking, database support)

**Candidate Attributes/Skills Sought**

* Strategic, innovative, organized, energetic, a self-starter, and team player who follows through
* Committed to Chinook Fund’s mission and vision for social change
* Willingness to engage all aspects of the effort
* Excellent verbal and written communication skills
* Community organizing, teaching, event organizing, or campaign experience a plus
* Public speaking experience a plus
* Experience managing social media accounts, Wordpress, and listservs a plus
* Graphic design experience a plus

**Logistics**

* **Time:** 10-20 hours per week, with some weekends and nights
* **Compensation:** A modest paid stipend may be available if the internship does not qualify for academic course credit for currently enrolled students.
* Chinook Fund's office is wheelchair accessible and 3 blocks from the light rail.

**Required Application Documents**  
Interested applicants should submit a cover letter, resume or CV, and 2-4 page writing sample to Program Director Juliette Lee at sjlee@chinookfund.org

***Chinook Fund is firmly committed to affirmative action and strongly encourages people of color, women, LGBTQ, elderly and disabled candidates to apply.***