



PO Box 981 • Council Bluffs, IA 51502-0981
www.denklauforcongress.com

PROGRESSIVE IOWA CONGRESSIONAL FELLOWSHIPS

We welcome motivated students, recent graduates and working professionals who are seeking to expand their skill-set and looking for an opportunity to work at a grassroots level to bring about change that will help Iowa and the nation. Make this your opportunity to make a difference by becoming part of a startup campaign for U.S. Congress.

All positions will likely include general campaign activities in addition to responsibilities outlined below. Projects may also be designed to fit individual interests. Please express any special interests on your application.

To apply for the Progressive Iowa Congressional Fellowship, please submit the following items:

- Completed Application Form (pages 6 & 7 of Fellowship Packet)
- Resume / CV

If you have any questions or concerns, please contact Justin Petersen at (712) 256-0742 or justin.petersen@denklauforcongress.com

ABOUT MIKE:

Mike Denklau was born and raised in a small Iowa town. He graduated from public high school and earned his B.A.A. and B.S. from The University of Iowa. Mike has worked for small start-up companies, as a teacher for The University of Iowa and Johns Hopkins University and as a banker for one of the world's largest financial institutions. He recently declined a promotion offer in order to pursue the opportunity to serve his state in the U.S. House of Representatives.

LOCATION(S): Most positions work from the main office in Council Bluffs, Iowa. Field-site positions will become available in the future.

DATES: Program will begin on October 15th, 2009. Enrollment is ongoing.

COMPENSATION: Fellowships are initially unpaid positions. Compensation may be possible in the future depending on work load and commitment to the campaign. Housing may be provided, subject to availability.



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POSITION	JOB DESCRIPTION
Deputy Regional Field Director(s)	Denklau For Congress seeks field organizers who enjoy hands-on grassroots organizing. The Deputy Regional Field Director(s) will recruit, train, and coordinate canvassers within a specific region of the district. The ideal candidate will possess leadership abilities, strong communication skills and be comfortable interacting with a wide variety of people. Reliable source of transportation is needed. Previous experience is a plus.
Field Organizer(s)	Denklau For Congress seeks passionate community Field Organizer(s). Tasks will include event planning, canvassing, recruiting volunteers, and other outreach responsibilities. Working schedules are flexible, and no previous experience is necessary. Reliable source of transportation is needed.
Data Analyst(s)	Denklau For Congress involves grassroots, neighborhood-by-neighborhood organizing strategies in order to mobilize voters and other networks. Our organizers will need to be working from the best data available to connect with community members. The Data Analysts will be responsible for gathering and analyzing demographic, geographic and political data from a variety of sources. The ideal candidate should be proficient with Microsoft Office (Word, Excel, PowerPoint). Voter database knowledge a plus. Working schedules are flexible, and no previous experience is necessary.
Research Assistant(s)	Denklau For Congress seeks Research Assistants who will aid in research and information management. The ideal candidate will have good time management skills and a natural sense of curiosity. You should be comfortable with making calls, internet research, and Microsoft Word and Excel. Working schedules are flexible, and no previous experience is necessary.
Event Coordinator(s)	Denklau For Congress seeks enthusiastic Event Coordinators to develop and organize both small-scale and large-scale events in the district and nation-wide. The events may include fundraisers, community or political events. Event Coordinator(s) work with an energetic team of staff and volunteers. The ideal candidate is a team player and should be creative, personable, and detail-oriented. Working schedules are flexible, and no previous experience is necessary.



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Public Relations Liaison(s)	Denklau For Congress establishes and maintains cooperative relationships with representatives of communities, consumer, employee, and public interest groups. Building all types of outreach and networking strategies is the core nature of this position. Our campaign is looking for energetic, friendly, and creative PR fellows. Social networking websites (MySpace, Facebook, LinkedIn, etc.) knowledge a plus. Work schedules are flexible, and no previous experience is necessary.
Youth Outreach Director(s)	Denklau For Congress seeks committed individuals of social change to organize outreach programs related to college preparation and civic engagement for youth. Ideal fellows will collaborate with youth-oriented nonprofit groups and local schools within different areas of the district. We are seeking individuals who have strong leadership and communication skills. Working schedules are flexible, and no previous experience is necessary.
College Ambassador(s)	Denklau For Congress seeks motivated fellows to build relationships between the campaign and college campuses as College Ambassadors. College Ambassadors establish outreach strategies to inform students about the candidate. College Ambassadors maintain good relationships with student organizations, faculty and staff, and school administrators. Fellows also assist in the development of on-campus events and fundraisers. Working schedules are flexible, and no previous experience is necessary.
Voter Registration Director(s)	Denklau For Congress provides a great opportunity for growth and exposure to various aspects of political campaigns. Primary responsibility of this position is to organize and plan creative voter registration drives in local communities. Anyone who is passionate about politics and civic engagement should apply. Working schedules are flexible, and no previous experience is necessary. Reliable source of transportation is needed.



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Voter Registration Deputy Director(s)	Denklau For Congress provides a great opportunity for growth and exposure to various aspects of political campaigns. Voter Registration Deputy Director(s) will assist in the planning, organization and execution of voter registration drives in local communities within the district. Working schedules are flexible, and no previous experience is necessary. Reliable source of transportation is needed.
Small Business Development Liaison(s)	Denklau For Congress seeks committed individuals of business and community development within the district. The Small Business Development Liaison(s) builds relationships with small business owners to measure needs of sustainable economic growth. Working schedules are flexible, and no previous experience is necessary. Reliable source of transportation is needed.
Political & Community Outreach Fellows	Denklau For Congress is looking for fellows to assist our Political and Community Outreach Division. Fellows will assist the Political and Community Outreach Director by representing the campaign at Local Events, establishing and maintaining contacts with Local Officials, National Democratic and Progressive Organizations, and Constituent Groups. Fellows will also be responsible for maintaining internal lists, writing policy briefs, and other assignments as determined by Political and Community Outreach Director. Working schedules are flexible, and no previous experience is necessary. Reliable source of transportation is needed.
Graphic Designer(s)	Denklau For Congress seeks a creative graphic designer/artist fellow with sufficient experience to be comfortable producing in a fast-paced and deadline-oriented environment. The ideal candidate will be a team player and possess an understanding of Adobe Photoshop and Illustrator. Additional design programs a plus. Working schedules are flexible. Previous experience preferred. Please submit work samples for review.
Website Developer(s)	Denklau For Congress seeks experienced web designers. The ideal candidate will be willing and ready to collaborate with campaign staff and be comfortable with giving and receiving constructive feedback. Website Developers should possess a strong graphics background with the ability to create clean and interactive web interfaces. This is an exciting position for exposure to all phases of the website design/development process. Working schedules are flexible. Previous experience is preferred.



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Finance & Accounting Fellow(s)	Denklau for Congress seeks pro-active individuals with a can-do attitude. Finance & Accounting Fellows will join a team of finance professionals and political organizers. Fellows will also gain an in-depth understanding of the financial engine that drives a national-level political campaign. Responsibilities include managing financial correspondence, organizing both exclusive and grassroots fundraising events, and managing financial systems (i.e. budgets, bank accounts, payment schedules). You will develop a national network of political and financial supporters. We are seeking team players who are social and detail-oriented. Proficiency in Microsoft Office, especially Microsoft Excel, is preferred. Working schedules are flexible, and no previous experience is necessary.
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**PROGRESSIVE IOWA CONGRESSIONAL FELLOWSHIPS
APPLICATION FORM**

PLEASE ANSWER THE FOLLOWING QUESTIONS

Date: _____

Name: _____ Date of Birth (MM/DD/YY): _____

Email: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Address: _____ City: _____ Zip: _____

College/University: _____

Address: _____

City/State/Zip Code: _____

Date (or Expected Date) of Graduation: _____

Major(s)/Minor(s): _____

What Position(s) Are You Applying For? _____

Please list your emergency contact below:

Name: _____ Relationship: _____

Day Phone: (_____) _____ Cell Phone: (_____) _____

How did you hear about the Progressive Iowa Congressional Fellowship?

- Parent/Family Member
- Career Center
- Friend
- Denklau For Congress Event (specify): _____
- College Campus
- Website: _____
- Denklau For Congress Volunteer
- Other (specify): _____



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APPLICATION FORM**

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. Why are you interested in being a fellow?

2. What special skills, interests, or ideas do you think you can contribute?

3. Describe any previous and current work/activities/volunteer experiences you have done or are participating in.

4. List any languages other than English and level of fluency of each.

5. List any special interests.

6. Please mark down your availability:

Weekday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time In							
Time Out							

Please attach your resume.

Certification: I certify that the information given on this application is complete and accurate and that I have completed this application with the full knowledge and consent of my parent(s) or legal guardian(s)

Signature: _____

Date: _____

Please email application form and supporting materials to:

Justin Petersen

Subject: Progressive Iowa Congressional Fellowships

justin.petersen@denklauforcongress.com

Application Checklist

Completed Application Form

Resume

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