

GIRLS INCORPORATED OF METRO DENVER

*Inspiring all girls to be **STRONG, SMART and BOLD.***

Job Announcement

Position: Career Readiness Coordinator
Responsible to: Manager of Middle School and STEM Programs
Location: 1499 Julian Street, Denver, CO 80204

*The mission of Girls Inc. of Metro Denver (GIMD) is to inspire all girls to be **Strong, Smart, and Bold.***

GIMD is committed to inclusiveness and anti-oppression on all levels of our organization. This gives integrity and validity to our mission as well as power and effectiveness to our programs. It allows us to address the root causes of social issues that affect the girls we serve. At GIMD we serve all girls, therefore we have to be inclusive of all communities, cultures and experiences. Without inclusiveness, we will never reach the full potential and power of our programs.

Organization Summary: GIMD serves over 2,200 girls and youth each year. We deliver comprehensive, research-based programs that help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round healthy living, academic-enrichment and life skill-building programs for girls from ages 6 to 20 delivered by trained, mentoring professionals in a positive all-girl environment.

Summary of Position: GIMD's Career Readiness Coordinator is dedicated to making a positive impact on the lives of girls and young women by creating opportunities to explore and prepare for a wide-range of careers. The position is responsible for coordinating GIMD's year-round career readiness programs, including the implementation of internships and the delivery of career and job readiness curriculum. The position will provide significant leadership and oversight for the Eureka! STEM internship program that serves approximately 50 high school girls per year, as well as support career readiness activities for GIMD's middle school and high school programs. This position will work closely with staff, corporate partners, volunteers and community advisors to meet annual program goals. Program delivery will take place at GIMD's main facility in the West Colfax neighborhood and at school and other designated program locations across metro Denver.

Principal Responsibilities:

Capacity Building and Leadership

- Maintain an understanding of youth and workforce development trends and gender specific programs
- Exhibit a strong understanding of Girls Inc.'s philosophy, approach, and initiatives and remain current with research from the national office
- Build and maintain contacts with community leaders, corporate partners, and youth development colleagues
- Represent GIMD at meetings, workshops, and conferences in the community

Planning and Development

- Work with GIMD's Program Managers to develop a year-round program plan that includes: needs assessment, program goals, curriculum focus, implementation timeline, staffing plan, training plan and evaluation methods
- Collaborate with staff, corporate partners and STEM experts to build engaging and interactive lessons, plan field excursions and schedule guest presentations

- Build and maintain relationships with girls and families through regular communication (email, phone and face-to-face meetings)
- Prepare materials that support program goals, including: sponsor outreach materials, monthly program calendars, reports and program evaluations, etc.
- Plan and facilitate orientations and parent meetings for interns and their families
- Evaluate internship effectiveness and update and improve program as necessary

Direct Services, Implementation and Management

- Interview, train, place and supervise girls in internships that align with their future career goals
- Recruit, orient and support internship sites and supervisors at various companies and organizations
- Coordinate field trips and activities that expose girls to a wide-range of career opportunities
- Deliver trainings on career/job readiness topics that prepare girls for success in their internships
- Help plan and facilitate monthly STEM Saturdays to build skills and maintain excitement and interest leading into internship opportunities
- Ensure ongoing communication with girls and families regarding program opportunities and activities
- Maintain participant records: registration forms, attendance, training delivered, internships data and completed evaluations
- Oversee occasional special events planned for girls and families
- Support parent engagement throughout the program and internship process
- Assist girls in identifying, registering, and finding funding for alternate summer opportunities such as residential science camps, scientific research, pre-collegiate programs, etc.

Other Responsibilities

- Serve as strong adult mentor for girls
- Attend staff meetings, trainings and fundraisers/special events as needed or requested
- Other duties as assigned

Qualifications:

- Demonstrate commitment to GIMD's mission, vision and advocacy statements
- Experience an appreciation for urban communities and diverse populations, cultures and economic experiences
- Experience developing and delivering career/job readiness programs for youth or other underserved populations
- Experience facilitating, implementing and evaluating programs
- Experience developing and maintaining community and corporate partnerships
- Ability to inspire, stimulate and support self-empowerment among girls
- General knowledge of youth development and gender specific programming
- Proven track record of leadership, professional maturity, self-motivation and commitment
- Detail oriented, strong documentation skills, organized and able to work in a multi-tasked environment
- Ability to self-start and work well in a team setting
- Competent using Microsoft Office Suite and/or ability to learn new computer skills as necessary
- Possess a valid Colorado driver's license and have a driving record that allows employee to be covered by agency auto insurance and drive agency vehicles (must be at least 21 years old)
- Ability to communicate effectively in oral and written forms
- Conversationally bilingual English/Spanish strongly preferred

Education/Experience:

- B.A. or B.S. and a minimum of three years of experience planning and implementing youth development programs
- Educational and/or professional background in STEM related field such as: math, science, technology, architecture or engineering preferred but not required
- Experience working within communities of color and multi-racial communities
- Experience working with youth of various cultural and economic backgrounds

Status: Exempt, full-time, 40 hours per week salaried position

Schedule: *Typical Work Hours*

School Year: 9:00 am to 5:00 pm Monday through Friday. Includes some late weekdays and at least one Saturday per month.

Summer: 8:00 am to 4:00 pm Monday through Friday

Salary: A base salary of \$36,000 with additions for education, experience, and special skills.

Benefits: Competitive benefits package available.

Application Requirements:

1. Cover Letter (please include explanation of how your experience, qualifications, and skills fit the position)
2. Resume
3. Three Professional References
4. At least one paragraph, and no more than one page addressing the following question:
 - At GIMD we strive to be an anti-oppressive and inclusive organization. What is your understanding of and experience with anti-oppression and inclusiveness in your personal and/or professional life?

Send all application materials to (no phone call please):

Attn: Lynna Kauchek
Girls Inc. of Metro Denver
1499 Julian Street
Denver, CO 80204
Email: lkauchek@gidenver.org
Fax: 303-893-4352
www.girlsincedenver.org

Deadline: Priority deadline January 15, 2019 but position will remain open until filled.

Start date: As soon as possible

Equal Opportunity Employer

Girls Incorporated of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

Revised: January 2019