

GIRLS INC. OF METRO DENVER
Inspiring all girls to be strong, smart and bold

Job Description/Announcement

Position: Community Educator
Responsible to: Manager of High School and College 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**. Our life changing programs and experiences 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 that are delivered by trained, mentoring professionals in a positive all-girl environment.*

In order to uphold our mission and vision and be effective advocates and allies for all girls, GIMD is committed to inclusiveness and anti-oppression on all levels of our organization. GIMD believes that inclusiveness and anti-oppression work give 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 be able to reach the full potential and power of our programs. Our vision is empowered girls in an equitable society; we change lives and we take that seriously. Inclusiveness is imperative to make it happen.

Summary of Position:

The Community Educator for High School and College Programs will facilitate and evaluate Girls Inc. of Metro Denver high school and college programs at partner sites in targeted schools and at the Girls Inc. Center. The position will advance GIMD's goal to ensure that girls prepare for and successfully transition into post-secondary education with a focus on building a positive college-bound culture, establishing mentoring relationships, providing academic guidance and college transition support, and engaging parents/guardians in the college preparation and transition process. This is a full-time position, based at Girls Inc. of Metro Denver, with off-site responsibilities. The Community Educator reports to the Manager of High School Programs.

Primary Community Educator Duties:

- Facilitate Girls Inc. of Metro Denver's college readiness, health & sexuality, and other program curricula in an engaging way that is grounded in a belief in girls' rights and abilities.
- Develop and maintain effective community partnerships with area schools, partnering organizations, colleges, and other stakeholders.
- Create intentional programming curricula that is interactive, hands-on, compensatory, and exposes girls to a wide variety of experiences.
- Meet with a caseload of roughly 40 students, individually and in groups, to support college prep and transition (ex: discuss the college process, identify individual interests, set goals for the future, advise about other pre-collegiate and college preparation programs and resources, etc.).
- Raise student awareness of and participation in GIMD's Scholarship and other scholarship programs.
- Provide students and families with admissions, financial aid, scholarship, standardized tests, and other information/support as needed.
- Assist students in the completion of college applications and other admissions and financial aid materials.
- Maintain a database of scholarships and support the scholarship application process.
- Collect information about colleges and universities in which girls show interest and compile annual school profiles for individual colleges and universities.
- Participate in various community events including college fairs, college access program events, DPS events, or other events that align with the mission of GIMD.
- Implement and track goals, objectives and evaluation methods for programs.

- Maintain lesson plans for each session of programming.
- Responsibly manage any funds received for program expenses.
- Assist with site-based program-related logistics such as free time, opening/closing, van driving, and other duties as assigned.
- Complete evaluation summaries for each session and enter class attendance and case notes in the TraxSolutions database.
- Maintain classroom management and disciplinary system for classes.
- Complete all paperwork related to administrative responsibilities.
- Help preserve group norms and monitor disciplinary matters as needed.
- Prepare classroom space for program and preserve a clean space for others to use.
- Organize and maintain orderly program space, supplies, and equipment.
- Coordinate and supervise participants during field trips and special events.
- Preserve safe driving standards in 15-passenger van or shuttle.
- Provide support, supervision and feedback for program volunteers and interns to integrate them into programming.

Qualifications:

- Demonstrate commitment to GIMD's mission, vision, and advocacy statements.
- Exhibit commitment to social justice values and anti-oppression analysis.
- Ability to inspire, stimulate and support self-empowerment among girls.
- General knowledge of youth development and gender specific programming.
- Detail oriented, strong documentation skills, organized and able to juggle multiple priorities.
- 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.
- Ability to communicate effectively in oral and written forms.
- 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 with at least 2 years driving experience).
- Access to a personal vehicle for travel to school-based programs throughout the Denver metro area (mileage reimbursement provided).
- Effective time management skills and willingness to work in multiple locations with a flexible schedule.
- Conversationally bilingual English/Spanish strongly preferred.

Education/Experience

- B.A. or B.S. in a related field preferred.
- A minimum of three years of experience working in high school and/or college youth development programs.
- Experience delivering college readiness programs or curriculum to high school aged youth.
- Experience facilitating, implementing and evaluating programs for high-school and/or college aged youth.
- Experience working with, and appreciation and respect for, urban communities, diverse populations, cultures and economic experiences.

Status: Exempt, full-time, salaried position.

Schedule: Hours of work vary and include after-school hours; some evenings and weekends will be required.

Salary: \$35,000 – \$41,000 annually depending on experience and education.

Benefits:

- Competitive health benefits package
- A great work-life balance and flexible schedule
- Generous paid time off and holiday pay

- Paid parental leave
- Employer paid and supplemental life insurance
- 403(b) investment plans with an employer 3% contribution
- Mileage reimbursement
- Healthcare reimbursement and flexible spending plans
- Diverse professional development opportunities including a connection to the national Girls Inc. network and the associated professional development and training opportunities, and funds for professional development and training in the field
- A supportive work environment

Application Requirements:

- Cover Letter (which relates past experience with job responsibilities)
- Resumé
- Three Professional References
- 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: Sarah McGill
Girls Inc. of Metro Denver
1499 Julian Street
Denver, CO 80204
Email: smcgill@gidenver.org
Fax: 303-893-4352
www.girlsincdenver.org

Deadline: Position will remain open until filled.

Start date: To be determined based on hiring process and candidate availability

Equal Opportunity Employer

Girls Inc. 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: September 2019