

Girls Inc. of Metro Denver
Inspiring all girls to be strong, smart and bold

Job Description/Announcement

Position: Advocacy Coordinator

Reports to: Associate Director

Location: 1499 Julian Street Denver, CO 80204

*The mission of Girls Incorporated of Metro Denver (GIMD) is to inspire all girls to be **STRONG, SMART, and BOLD**. GIMD is an affiliate of a national Girls Inc. network, and provides life changing programs and experiences that help girls navigate gender, social and economic barriers and reach their full potential. We provide year-round, researched-based, healthy living, academic-enrichment and life skill-building programs delivered by trained, mentoring professionals in a positive all-girl environment.*

Our vision is empowered girls in an equitable society; we change lives, and we take that seriously. 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 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 are inclusive of all communities, cultures and experiences. Without inclusiveness, we will never be able to reach the full potential and power of our programs.

Summary of Position:

The Advocacy Coordinator is passionate about positively impacting the lives of girls, young women, and non-binary youth through advocacy. Created to support GIMD's advocacy goals and strategies, the Advocacy Coordinator is a new position that will move advocacy priorities forward and provide opportunities for girls to build their leadership skills and experience to advance the rights of girls and women.

The Advocacy Coordinator will collaborate with the Associate Director to 1) advance GIMD's advocacy issue priorities and 2) support the development and delivery of advocacy programming for GIMD youth in 1st grade through college, with a primary focus on our *Leadership Out Loud (LOL)* program for high school participants. The position will provide significant leadership and oversight for the *LOL* program including recruitment, coordination, curriculum, and partner development, and evaluation. The position will also work with GIMD team partners and staff to offer comprehensive advocacy programs year-round.

Leadership Out Loud is a three-year, immersive, hands-on, and engaging leadership program for girls to build and practice advocacy skills, grow their networks, and incorporate learning into girl-led initiatives. Through participation in *LOL*, girls will continue to develop the skills, experience, and confidence to advocate for themselves and others at the local, state, and national levels. Learn more about LOL at <https://www.girlsincdenver.org/programs/high-school/>

GIMD Advocacy Priorities: To learn more about GIMD's six advocacy priorities, follow this link: www.girlsincdenver.org/take-action/advocacy

Principal Responsibilities:

Capacity Building and Leadership

- Maintain an understanding of youth development trends and gender specific programs
- Maintain an understanding of advocacy trends and tactics from a community-centered lens
- 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, funding partners, advocacy organizations, decision makers, and youth development colleagues
- Represent GIMD at meetings, workshops, and conferences in the community
- Provide support, supervision, and feedback for program volunteers and integrate them into advocacy work and programs.

Planning and Development

- Develop the school year and summer LOL program plan including: needs assessment, program goals, curriculum content and development, implementation timeline, staffing plan, and evaluation methods.
- In partnership with the Associate Director, Advocacy Committee and Teen Leadership Board, develop and support GIMD's annual advocacy approach.
- Lead the oversight of the Teen Leadership Board including the development and implementation of a year-round recruitment strategy and selecting new members annually.
- Work with GIMD's Program Managers (Elementary, Middle, High School and STEM) to develop a year-round Advocacy Program Plan that includes: needs assessment, program goals, curriculum focus, implementation timeline, staffing plan, training plan and evaluation methods for girls of all ages.
- Research and collaborate with external resources (community leaders, partners, community organizers, legislators, youth development organizations, etc.) to meet goals and enhance both advocacy work and advocacy programming.
- Develop and implement a year-round recruitment strategy and select incoming class of twenty *LOL* participants, adding a new cohort of twenty participants every spring for the following summer.
- Prepare materials that support program goals, including: sponsor outreach materials, participant recruitment materials, monthly program calendars, reports and program evaluations, etc.
- Coordinate partnership, logistics, safety protocols, and scheduling of the week-long overnight LOL camp activities at designated college campus.

Direct Services, Implementation and Management

- Build and maintain relationships with girls and families through regular communication (email, phone and face-to-face meetings)
- Communicate regularly with girls and families regarding program opportunities and activities
- Plan and facilitate orientations and parent meetings for participants and their families
- Collaborate in the planning and facilitation of, monthly LOL Saturdays to maintain excitement and interest of LOL participants.
- Work with the Manager of Volunteers to identify volunteer needs and provide supervision and oversight to volunteers and interns.
- Maintain participant records: registration forms, attendance, classes delivered, and completed evaluations.
- Oversee special events planned for girls and families and partners.
- Support LOL participants in planning and implementing youth-led initiatives.

- Support parent engagement, including (but not limited to): daily interaction, positive customer service, feedback strategies, ally trainings, and other activities.
- Assist girls in identifying, registering, and finding funding for alternate summer opportunities such as advocacy internships, pre-collegiate programs, leadership camps, etc.

Other Responsibilities

- Serve as strong adult mentor for girls
- Attend staff meetings, trainings and fundraisers/special events as needed or requested
- Drive a 15-passenger van or shuttle to pick up girls for afterschool programming, for special field trips, or for other work-related programs and events.
- Other duties as assigned

Required Experience

- Minimum 2 years' experience developing, delivering, and evaluating high school-level leadership or advocacy related content required.
- Experience advancing advocacy initiatives.
- Experience working with youth from Black, Indigenous, Latin, Asian, and/or immigrant communities required.
- Experience working with youth from diverse economic backgrounds required
- Conversationally bilingual English/Spanish strongly preferred; American Sign Language, Mandarin, Cantonese, Arabic, Amharic, and Vietnamese also welcome.
- Experience developing and maintaining community partnerships and relationships

Qualifications/Skills

- Demonstrate commitment to GIMD's mission, vision, and advocacy statements
- Appreciation and sensitivity for BIPOC communities, diverse populations, cultures, and economic experiences
- Commitment to the values of social justice, equity, anti-racism, and anti-oppression
- Ability to inspire, build relationships with, and support self-empowerment among girls.
- General knowledge of youth development and gender-specific best practices, including trauma informed care and restorative justice measures.
- Proven track record of leadership, professional maturity, self-motivation and commitment.
- Detail oriented, strong documentation skills, and organized.
- Ability to self-start and work well in a team setting.
- Competent using Microsoft Office Suite, Google 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).
- Ability to communicate effectively in oral and written forms.

Education/Experience: B.A. or B.S. degree in a related field or four years of equivalent experience.

Position Status: Full-time, exempt. Hours of work vary, and some evenings and weekends may be required.

Compensation: Salary range dependent on experience: \$40,000- \$47,000 depending upon experience and education. Competitive benefits package and supportive work environment including:

- 403b retirement plan including employer contributions
- High quality employer sponsored health plan (paid at 100%) with Dental/Vision additions available
- Employee paid life insurance
- Flexible work hours, schedule, and comp time
- Generous paid time off and at least 14 paid holidays
- Paid family and medical leave
- Organization-wide retreats and team bonding events
- Professional development funds allocated to each full time staff member
- Connection to the Girls Inc. National network including peer support and training opportunities
- Wellness program with cash incentives
- Flex Spending / Health Savings Account
- Additional accident, hospital, and cancer insurance available

Application Requirements:

- Cover Letter (including why this position is a good fit for you and explain how your experience, qualifications, and skills fit the position)
- Resume
- 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?

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

Attn: Sonya Ulibarri, President/CEO
 Subject: Advocacy Coordinator Application
 Email: resume@gidenver.org

Position is open for immediate hire and will be open until filled.

Start date: May 2021

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.