



## **Program Coordinator (MS/HS Youth)**

### **Job Announcement**

We are currently seeking a Program Coordinator to work with 50-60 under-resourced students in middle and high school, and their families in Boulder County, Colorado. This is a full-time, salaried position with benefits that reports to a Program Director.

The mission of the “I Have A Dream” program is to empower children from low-income communities (Dreamer Scholars) to succeed in school, college, and career by providing academic, social, and emotional support from elementary school through college, along with post-secondary tuition assistance.

#### Responsibilities:

- Develop meaningful relationships and provide case management to Dreamer Scholars that meets their individual academic, social-emotional, and life skills needs.
- Serve as an advocate and partner with parents/caregivers by attending parent/teacher conferences, organizing parent/caregiver meetings, conducting workshops, and organizing events and celebrations.
- Support program administration, programmatic planning, and day-to-day in and after school program delivery in collaboration with Program Director.
- In coordination with the Program Director, review academic performance, and school attendance of Dreamer Scholars.
- Develop and maintain close working relationship with school administration, faculty, and staff and with program partners.
- Represent class cohort at “I Have A Dream” functions, including tri-annual board reports, Dreamer Scholar sponsorship meetings, site tours, and fundraising events.
- Participate in staff trainings, retreat, and other required activities.
- Fulfill other related responsibilities as requested.

#### Requirements:

- Committed to Equity, Holistic Approach, Community Driven, Commitment, and Integrity
- Belief in the whole-child approach, and associated system supports for student success.
- Past group facilitation experience.
- Experience working with historically, marginalized communities.
- Cultural understanding and competence.
- Strong organizational, oral and written communication, and computer skills.
- Reliable transportation, good driving record, and insurance.
- Some evenings, weekends, and conference travel.

#### Preferred Skills:

- Fluent in Spanish/English.
- Pursuit of completion of a Bachelor’s degree.

#### Compensation:

- Competitive salary, commensurate with experience.
- Employer pays 75% of employee premium for medical and dental insurance.
- Employer paid life and short-term disability insurance.
- 403b retirement plan (employer contributes 4% of annual salary after first year.)
- 15 days of vacation, 10 days of sick and 11 paid holidays.

Using “Program Coordinator (MS/HS Youth)” in the subject line, e-mail cover letter and resume to [hr@ihaveadreamboulder.org](mailto:hr@ihaveadreamboulder.org)