The “I Have A Dream” Foundation of Boulder County is currently seeking a College & Career Coordinator to work with high school students around college and career development, as well as support postsecondary students in their college and career pursuits. This position works out of Boulder, Colorado. This is a full-time, salaried position with benefits, and reports to the College & Career 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:**
- Work with program teams/students (1st-12th grade) around career exploration opportunities
- Coordinate community college, 4-year college, and vocational school campus tours (1st - 12th grade)
- Aid in the coordination of IHDF internship program, including student recruitment, bootcamp facilitation, interview superday, and matching students/employers
- Work with 8/9th grade Dreamer Scholars on career assessments
- With the College & Career Director, host postsecondary student campus office hours at local institutions
- Input and maintain student data into Salesforce
- Coordinate community college/vocational week
- Assist with College & Career department events including FAFSA completion workshops, scholarship and college application days, and once per month Saturday Academies (Jan - Jun)
- Work with the College & Career department to facilitate a two-week University of Colorado residential program
  - Required to be on-site, overnight staff (June 7-19, 2020)
- Assist College & Career Director with postsecondary student scholarship disbursements
- Participate in staff trainings, retreat, and other required activities.
- Fulfill other related responsibilities as requested.

**Requirements:**
- Committed to IHDF’s organizational values: Equity, Holistic Support, Community, Commitment, and Integrity
- Experience working with historically marginalized communities in secondary or postsecondary setting
- Experience working with students in developing college and/or career plans and goals
- Past group facilitation experience
- Strong organizational, oral and written communication, and record keeping
- Reliable transportation, good driving record, and insurance
- Some evenings, weekends, and conference travel
- Completion of or currently pursuing a Bachelor’s degree

**Preferred Skills:**
- Fluent in Spanish/English
- Experience with event planning and coordination

**Compensation:**
- Salary is $36,000
- 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 “College & Career Coordinator” in the subject line, e-mail cover letter and resume to hr@ihaveadreamboulder.org

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