



“I Have A Dream” Partner Site - Boulder Housing Partners K-12 Opportunities Cultural Broker - Notre Dame AmeriCorps Member

HOST SITE: Boulder Housing Partners (BHP)

The Boulder Housing Partners/ “I Have a Dream”/AmeriCorps partnership is a collaboration between “I Have A Dream”, Notre Dame Mission Volunteers (NDMV) and the Corporation for National and Community Service (CNCS). NDMV and CNCS provide funding and program support that enable partners of “I Have A Dream” to recruit AmeriCorps members to serve communities and youth in the Boulder community. Boulder Housing Partners is the housing authority for the City of Boulder. We build, own, and manage affordable housing for low- and moderate-income residents and we are committed to fostering a healthy sense of community in every property we develop. BHP has been a long-term partner of The “I Have A Dream” Foundation of Boulder County for over 20+ years with efforts to close the achievement gap.

Boulder Housing Partners is seeking one applicant for the Notre Dame AmeriCorps K-12 Opportunities Cultural Broker position for September 2020 through July 2021.

This AmeriCorps member will help further BHP’s Resident Service team’s efforts to publicize, promote and link services to families, youth and children living in Boulder Housing Partners. Boulder Housing Partners **K-12 Opportunities Cultural Broker** position will support residents in five focus areas: education, community life, health and wellness, housing stability and economic stability. Our focus is to use the housing platform to connect residents with opportunities in those areas with a two-generation approach, focusing on both children and parents.

One of the goals is to collaborate with residents on co-creating K-12 programs and resource linkages that enrich their own communities. Opportunities Cultural Broker will work directly with BHP Resident Services staff by informing and taking leadership roles in the planning, implementation, and evaluation of programs, with a strong focus on education. Inquiring about neighborhood needs and wants, identifying gaps in services and learning goals and aspirations; building relationships and support networks; and accessing community resources to build upon neighborhoods and individuals’ agency.

SERVICE POSITION TITLE: BHP AmeriCorps Member – K-12 Opportunities Cultural Broker

IMMEDIATE SUPERVISOR: Resident Services Program Manager at Boulder Housing Partners

RESPONSIBILITIES:

- Identify and assess neighborhood interests and gaps in services through a variety of assessment methods.
- Support with reviewing, editing, and possible translation with promotion materials and other BHP documents.
- Publicize, promote, and recruit for community events and opportunities for families, youth and children.
- Collaborate with BHP Resident Services Coordinators and Customer Service team to address site specific needs.
- Work with community partners to coordinate K-12 opportunities to BHP residents.

- Link community resources with BHP staff and residents focused on strengthening peer-to-peer networks.
- Communicate with BHP residents via phone calls, in-person, texting and email, using BHP's equitable communication practices.
- Communicate and document progress with BHP and "I Have a Dream" staff by sharing input on program development, using BHP tracking tools, and experiences in the field.
- Meet regularly with Resident Services team, reflecting on and documenting challenges, opportunities, and lessons.
- Represent Boulder Housing Partners at community events and partner meetings as requested
- Act as a positive role model by providing support and encouragement to families; fostering a culture of community engagement and academic excellence.

You are a good fit for the K-12 Opportunities Cultural Broker role if...

- You believe that education opens doors to more opportunities.
- You believe in [BHP's vision](#) that communities are the most resourceful and knowledgeable of their own experiences, and needs.
- You are comfortable living in the grey area. You are excited to dive into an organization that is guided by principles of self-management, wholeness, and evolutionary purpose.
- You are a confident individual who is passionate about equipping others with tools, skills and resources to navigate solution focused communities.
- You're a master communicator and bridge between your community and BHP staff. You are highly skilled at responding creatively and effectively to difficult to answer questions.
- You're well versed in the inequities that low-income families and families of color face on a daily basis. You have a historical awareness of racism and other forms of systemic oppression.
- You have the ability to communicate confidently with our partners. We can count on you to represent BHP in a professional way to the broader community.
- You are mindful about including as many voices as possible by capturing representative feedback from the entire neighborhood.
- You are organized and can manage last-minute changes.
- You have a flexible schedule.
- You are bilingual in English and Spanish. Beyond that, you bring a strong sense of biculturalism.

Commitment and Benefits: Full-time members – responsible for 11 months of service and a **minimum of 1,700 hours** of service during the year will receive the following:

- A **living allowance** of **\$14,279** (pre-tax) over the course of the service term;
- A National Service Trust **Education Award** of **\$6,195** (pre-tax), after the successful completion of the term of service, can be used for post-secondary education, vocational school, graduate school, or to pay back student loans;
- Level of service averages **40 hours per week**.
- **Health insurance** as part of the AmeriCorps health plan; and
- **Child care**, if eligible.

K-12 Opportunities Cultural Broker will primarily work/collaborate with:

- BHP- Resident Services Department
- AmeriCorps members and "I Have a Dream" staff
- Families, youth and young children
- BHP Community members

- Boulder community organizations
- BHP Resident Services Coordinators
- IHDF College and Career Department staff and AmeriCorps
- Youth Services Initiative - City of Boulder Parks and Rec
- Other AmeriCorps members and “I Have A Dream” staff - Specifically Phoenix
- Boulder Valley School District

Training Opportunities Provided:

- Initial 2-week AmeriCorps Training / Orientation to “I Have A Dream” and NDMVA
- Leadership & Communication
- Diversity & Cultural Competency
- Motivational Interviewing
- Suicide prevention, Abuse Reporting
- Health, Wellness, Nutrition
- Literacy, Math, Tutoring, and Academic Programming Techniques
- Serving low-income, and at-risk youth
- Fair Housing Training
- Mandatory Reporter Training
- Lesson planning & Classroom Management
- Bi-Monthly on-site AmeriCorps meetings/workshops
- Others as scheduled

Support: Each member will receive support from Boulder Housing Partners staff. This includes:

- Weekly Supervision: 1:1 check-in with direct supervisor
- Bi-annual 1:1 check-in with AmeriCorps Site Director
- Bi-monthly AmeriCorps Professional Training days
- Inclusion in all-staff meetings, including encouraged access to organizational leaders and executives
- Partnering Agency meetings as scheduled

Requirements: To be eligible to serve as an AmeriCorps Member, one must be at least 17 years of age; be a U.S. citizen, national, or lawful permanent resident alien; and have a high school diploma or GED. NDMVA prefers that members be at least 21 years of age.

Selection Criteria: We are seeking self-motivated, compassionate applicants who enjoy working with parents and diverse individuals, including young children and their families, BHP and “I Have A Dream” staff, and members of the community. Experience in community engagement, education or human services, and **bilingual in Spanish is preferred**. This position requires evening work at least twice a week. A clear driving record and a vehicle are required. “I Have A Dream” is an Equal Opportunity Employer.

We will conduct the review and interview process until all positions are filled. AmeriCorps applications, resumes and references will be considered as they are received. If you are interested in applying, please submit an online application – instructions are available at www.ndmva.org. You may also contact:

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** The actual start date is dependent on annual approval of federal funding, and on the grant funding cycle, which is determined by the Corporation for National and Community Service.*