

**Seeking an Advancing Families Program Specialist
for Nationally Recognized Non-Profit Creating an Equitable Community**

Do you believe that regardless of economic, social class, or race, life for all can and should be filled with equitable opportunities? Do you believe a stronger community begins with our youth? Then we want you to be our Advancing Families Program Specialist to serve as a key member of the Post Secondary Department. In this role you will be working with our programs team and our Parent Navigator to reach out and provide educational opportunities to our families. We are seeking someone who has strong collaboration and case management skills.

PRIMARY RESPONSIBILITIES:

Adult Learner Outreach

- In partnership with IHDF program staff and our Parent Navigator, the AFP Program Specialist dedicates themselves to promote educational opportunities.
- Establishes connections with IHDF families to recruit potential adult learners and informs them of the Advancing Families Program and scholarship options.
- Collaborates with program teams to be available to make presentations and be available for questions during parent meetings and events.

Key Partner Collaboration

- Stays informed with educational trends and opportunities for ESL, GED, and Post Secondary opportunities.
- Works with participants to determine which program is the best fit.
- Provide our educational partners with participants and lead them through their application and registration process.
- Plan and facilitate orientations and workshops for adult learners with our partners related to program completion.

Administration:

- Collaborates with the Post-Secondary Manager in the execution of crucial program compliance and administrative responsibilities.
- Maintain comprehensive records of potential candidates, submitted AFP applications, conducts interviews with applicants, selects eligible candidates, provides program participation letters, and supports applications for admissions, scholarships, and financial aid as necessary.
- Exhibits steadfast commitment to fulfilling all administrative obligations anticipated of an employee, which encompasses punctual completion of timesheets, monthly reporting, fulfilling training requirements, and proficiently handling Salesforce administration.
- As necessary will provide any reporting related to grant administration.
- Additionally, provides valuable support for the IHDF Scholarship process and its lifecycle through diligent administrative tasks.

Case Management:

- Manages the caseload for each of the AFP programs.
- Oversees and implements the established case management process as per IHDF standards.
- Uses holistic, strength based case management approach to support participant persistence.
- Coaches participants in the development of education plans that are compatible with educational and professional goals, and tracks progress towards these plans.
- Collaborates closely with partner organizations to align efforts toward meeting case management goals as necessary and possible (ESL and GED).
- Inputs and maintains accurate student information and case notes in Salesforce.

Knowledge Skills and Abilities

- High level of initiative and energy to perform sustained outreach to families.
- Professional level Spanish speaking, reading, and writing skills required.
- Bilingual Spanish/English speaking skills preferred
- Ability to work collaboratively toward common goals.
- Strong group facilitation skills.
- Strong organizational, oral, and written communication and computer skills.
- Ability to create safe, inclusive spaces for families to learn and thrive.

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Reliable transportation, good driving record and insurance required.
- Ability to work in the evening and some weekends.

COMPENSATION AND BENEFITS: Hourly Wage Range: \$20.00-\$27.00

HOW TO APPLY: Please email your resume to careers@ihaveadreamboulder.org, or you may drop it off with your Program Director or our Central office - 5390 Manhattan Circle, Boulder 80303

An Equal Opportunity Employer, committed to diversity