



Job Description

Workforce Program Coordinator, Full Time - Salaried
Denver, Colorado

Collaborative Healing Initiative Within Communities (CHIC)

[Collaborative Healing Initiative within Communities](#) (CHIC) helps families break intergenerational cycles of poverty. Our mission is to build women's economic, social, and cultural capital because powerful women build healthy families and thriving communities. Sade Cooper and Hilari Smith founded CHIC in 2017 to provide culturally-relevant, whole-family, female-focused services in four areas.

- CHIC education programs provide mind-body-spirit mentorship and education for youth, building positive identity, mindfulness, and self efficacy to increase school engagement and success.
- CHIC Workforce programs help women plan, pursue, and persist on pathways to employment in high-earning, in-demand industries with low barriers to entry.
- CHIC Reentry programs provide mentorship and intensive case management for women and girls exiting the prison and juvenile justice systems.
- CHIC Community Development programming supports ongoing community development. CHIC events bring families and service providers together to increase access to community resources and facilitate social connections and cohesion.

Position Overview

CHIC is expanding workforce, gang prevention, and reentry programs to include a construction trades pre-apprenticeship, entrepreneurship pathway, and girls gang prevention and intervention program. The Program Coordinator will assist the Workforce Director to ensure successful expansion and implementation of these programs through logistical and operational supports, community outreach, and client engagement and case management.

The ideal candidate has deep experience working with women of color and engaging in the Denver and Aurora communities as a culturally responsive practitioner. The ideal candidate also has demonstrated experience coordinating operations and logistics in a timely, professional, and proactive manner.



Roles and Responsibilities

40% Program Coordination	Coordinate day to day activities and operations for CHIC’s workforce programs. Responsibilities include preparing materials and logistics for educational events, supporting or leading facilitation of program curriculum, assisting with client engagement in learning activities, and managing client data.
25% Recruitment	Lead all recruitment activities for CHIC’s workforce programs. Responsibilities include maintaining strong and proactive relationships with recruitment partners, ensuring that CHIC has a visible presence in the Denver and Aurora communities, attending outreach events, and engaging 1:1 outreach.
35% Case Management	Provide case management for women participating in CHIC’s workforce programs. Responsibilities include intake assessments, regular check ins, referral to supportive services and resources, and progress monitoring.
Other Duties as needed	Support other CHIC programs, including but not limited to education, gang prevention and reentry programs. Manage social media and some communications for workforce programs.

Candidate Background

Qualifications

- 2 or 4 year postsecondary degree preferred
- 5+ years of program and community engagement experience
- Demonstrated experience with program management
- Effective Microsoft and Google suite skills

Mindsets and Attributes

- Values alignment: you are invested in CHIC’s mission and vision; you have a clear “why” for this work that drives and motivates you, even when the going gets tough
- Cultural competency: you are culturally responsive in all of your actions, language, and relationships
- Trauma sensitivity: you have knowledge and experience engaging and supporting adults and children who experience / have experienced trauma
- Relationship development: you naturally and proactively cultivate, maintain, and deepen relationships with individuals in CHIC programs, CHIC staff, and external partners
- Collaboration: you are dedicated to working closely with CHIC staff and partners; you are committed to leveraging shared resources to have greater impact in community
- Initiative: you take personal responsibility for achieving your goals; you solve problems and find creative ways to move forward in spite of obstacles
- Self Management: you are highly self aware and self motivated; you take responsibility for your actions and your time; you model mindfulness, reflection, and commitment to your own growth and healing



Equal Opportunity Employer

Collaborative Healing Initiative Within Communities (CHIC) is an Equal Opportunity Employer. CHIC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. CHIC celebrates diversity and representation. We seek to create a team that represents the diversity and the experiences of the women, girls, and community we serve. We seek to create conditions in which diverse backgrounds and experiences are welcomed, supported, and nurtured as assets in our work.

Working Conditions

The Program Coordinator will:

- Engage in office work at CHIC's home office in Aurora, Colorado
- Engage in work (e.g. facilitation) that requires the ability to engage in moderate physical activity
- Travel between CHIC office, facilitation sites, and partner sites for recruitment and client engagement

Compensation

Annual compensation is \$43,000 - \$50,000 commensurate with experience.

How to Apply

Please send your resume and a video to Donna Cash (donna@chicdenver.org) and Hilari Smith (hilari@chicdenver.org). Your video should be no longer than five minutes, and should answer these questions:

1. Why is CHIC's mission meaningful to you?
2. Why do you want this job?
3. What experiences make you the best candidate?
4. What professional experience are you most proud of?
5. Describe a work related experience in which you had to navigate a challenge.