



of Metro Denver

Job Title: School Partnerships Coordinator

FLSA Status: Full-time, salaried, exempt. Schedule may vary with occasional nights and weekend.

Reports to: Senior Director of Center Programs.

Compensation: \$50,000-55,000

Location: 1499 Julian Street Denver, CO 80204.

Application Deadline: We will be accepting applications on a rolling basis until the position is filled.

Summary of Position:

At Girls Inc. of Metro Denver (GIMD), we believe the Girls Inc. Experience™ equips girls to navigate gender, social, and economic barriers and grow into healthy, educated, and self-sufficient adults who advocate for themselves and others.

The School Partnerships Coordinator supports programming by coordinating partnerships and relationships with schools to help recruit and partner for Girls Inc. programs. The School Partnerships Coordinator will also facilitate and evaluate minds-on and hands-on programs with middle school girl groups to help strengthen the pipeline of girls needing more programming and resources during critical development years. All program staff members are required to use the [Girls Inc. Experience and Girls Inc. Facilitation Approach](#) that prioritizes experiential learning that is engaging, fun and youth-centered.

Duties/Responsibilities:

School Coordination (40%)

- **Coordinate Key Partnerships** based on the strategic plan and areas mapping to help increase enrollment in GIMD programming.
- **Maintain a clear calendar of events and deadlines** to help drive enrollment, recruitment and coordination for girls and families enrolled in the programs.
- **Maintain accurate records** of attendance and enrollment at outreach partners, girl groups and school contact lists.
- **Assist in the evaluation** of the partnership matrix to ensure full partnership potential.
- **Coordinate the list of schools** to partner with and organize MOU's with school districts.
- **Promote all programs** to attract and retain participants through school partnerships.
- **Solicit feedback** from participants to continually improve the programs.



of Metro Denver

- **Coordinate with development and other departments** to ensure cohesive and collaborative communication of girl activities and experiences.
- **Communicate effectively** with parents, school staff, and community partners.

Program Educator (40%)

- **Facilitate hands-on programs for participants in the** Girls Group outreach programming with a focus on middle school groups. Program sizes from small intimate groups to large group settings.
- **Create a safe, supportive environment** through effective classroom management, a pro-girl approach, and culturally responsive practices.
- **Provide coaching and case management for girls**, offering social-emotional support, direction, motivation, and behavior management.
- **Evaluate programs to improve approach and drive growth**, implementing goals and effective evaluation strategies.
- **Assist with program logistics**, from opening/closing, structured free time to supporting fellow educators, and more.
- **Coordinate and supervise participants** during field trips and special events, including out-of-state travel and overnight college trips.
- **Lead program support** for Girl Groups.

Transportation Support (10%)

- **Drive daily routes** to pick up girls at local schools in GIMD's 15-passenger vans around Denver Metro Area.
- **Provide social emotional learning** as girls enter their biggest transition of the day – from school to center - and start coaching and providing a safe space on daily routes.

Organizational Support (10%)

- **Assist with upkeep of shared spaces** (ex: organize, clean, report repairs, etc.)
- **Fully engage in trainings**, team and staff meetings, and other learning activities.
- **Maintain program budget, resources, and equipment for effective programming.**
- **Contribute to a Pro-Girl, positive working environment Perform other job functions as needed.**



of Metro Denver

Required Skills/Abilities:

- **Cultural Competence:** Has an appreciation for diverse populations, cultures, and economic experiences. Exhibits commitment to social justice values and anti-oppression analysis. Demonstrates a commitment to the positive parameters of GIMD's professional behaviors (see link above).
- **Passion for Youth Development & Facilitation:** Enthusiasm, sincere dedication, and genuine enjoyment for connecting with youth. Ability to facilitate and manage groups of at least 15 youth. Ability to inspire, stimulate and support youth self-empowerment and social-emotional development from a feminist, anti-racist, and anti-oppression lens.
- **Professional Assets:** Critical thinking and a belief that we can all learn from failure and improve outcomes through reflection. Flexibility with a higher tolerance for uncertainty and fast-pace that comes from working in a youth-centered space. Self-starter skills with willingness to find solutions rather than wait for direction. Curiosity and ability to make generous assumptions about themselves and others. Values collaboration and supporting colleagues to advance GIMD's mission.

Education and Experience:

Education

- B.A. or B.S; in a related field preferred or equivalent of 4+ years of experience in related field
- Minimum of 2 years of experience in delivering programming in the youth development field

Experience

- Experience facilitating youth programming for groups of at least 15 participants.
- Experience working with girls.
- Experience supporting youth through mentorship and educational settings.
- Experience with navigating relationships and partnerships.
- Experience working in positive youth development settings.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer



of Metro Denver

- Must be able to lift up to 15 pounds at times
- Prolonged periods of driving while on daily routes, field trips, and or college tours for occasional over night trips via airplane or driving travel.

Additional Requirements:

- Possess a valid Colorado driver's license, (or willingness to obtain one within a month of employment) with a driving record that allows employees to be covered by agency auto insurance and drive agency vehicles (must be at least 231 years old) with at least 2 years of driving experience.
- Access to a personal vehicle to travel to school sites in Metro Denver. Mileage reimbursement provided.
- Bilingual Preferred: English/Spanish

Benefits:

A supportive work environment and comprehensive benefits package including:

- 403b retirement plan including 3% employer contribution (no match requirement).
- High quality employer sponsored medical health plan (paid at 100%) with dental/vision additions available.
- Employee paid life insurance.
- Flexible work hours, schedule, and comp time.
- Paid vacation/personal time and paid sick time.
- Paid holidays (13) including three floating holidays designated by the organization.
- Paid family and medical leave.
- Organization-wide retreats and team bonding events.
- Professional development funds allocated to each staff member.
- Connection the Girls Inc. National network including peer support and training opportunities.
- Sabbatical benefits.
- Wellness program with cash incentives.



of Metro Denver

- Flex Spending Account (FSA).
- Additional cancer and hospital & accident insurance available.
- Hybrid work from home options available, with some in-office days expected.
- Employee Assistance Fund.

To Apply: Please complete the application form which includes uploading your resume [here](#). Thoughtful responses on the form appreciated. No cover letter needed. The position will remain open until filled and open for immediate hire.

Equal Opportunity Employer

Girls Inc. of Metro Denver is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, gender expression, military or veteran status, physical or mental disability, marital status, or national origin.

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