



of Metro Denver

**Job Description:** STEM Educator

Girls Inc. Metro Denver is accepting applications for a STEM Educator on the Career Success team. 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.

All Girls, Inc. employees are eligible for an impressive benefits package, including:

- **A supportive work environment** with flexible work hours, professional development funds allocated to each full-time staff member, robust training for program staff with connection to the Girls Inc. National network including peer support and training opportunities, regular team meetings, one-on-one check-ins.
- **A culture of care rooted in equitable practices** with paid family and medical leave, a robust wellness program, sabbatical benefits, organization-wide retreats and team bonding events, generous paid time off, sick leave, a minimum of 13 holidays per calendar year, quiet weeks (where our office closes to the public), and an employee emergency assistance fund.
- **A comprehensive benefits package** consisting of a 403(b) retirement plan that includes a 3% employer contribution, a robust medical, vision and life insurance package covered for employees at 100%, dental, a Flexible Spending Account, and additional life, cancer and hospital & accident insurance available.

**Pay Range:** \$45,000 - \$53,000

**Location:** Girls Inc. Of Metro Denver, 1499 Julian Street, Denver, CO

**Position Summary:** Girls Inc. Metro Denver is accepting applications for a Career Success Educator with a focus on STEM. Career Success Educators support the Career Exploration Department and programming for nearly 300 youth annually, with a focus on youth ages 13-18. Educators at GIMD facilitate and evaluate minds-on and hands-on programs at our West Colfax Center and in schools throughout Metro Denver. Career Success programs meet in person one to two Saturdays a month, during evening teen engagement activities once a week, and throughout the entire summer. Programs are in cohort-based models that average of 20 girls per cohort, to 80 in one entire program. Educators are required to use the [Girls Inc. Experience and Girls Inc. Facilitation Approach](#) that prioritizes experiential learning that is engaging, fun and youth-centered. [Girls Inc. Facilitation Approach](#) that prioritizes experiential learning that is engaging, fun and youth-centered.

**Supervisory Responsibilities:** None



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## **Duties/Responsibilities:**

### **Program Educator (80%)**

- **Facilitate hands-on teen programs** that empower girls as leaders of their learning journey. 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.
- **Maintain attendance and timely communication with girls**, ensuring that participants have the information needed to access and receive programming.
- **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.
- **Support STEM programming** for Elementary and Middle School programs.
- **Lead program support** for STEM programming including Eureka! STEM, Generation Tech, and Jr. STEM Camp programming.

### **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.**

## **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).



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- **Youth Development Passion & 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. Values collaboration and supporting colleagues to advance GIMD's mission. Curiosity and ability to make generous assumptions about themselves and others.

### **Education and Experience:**

#### **Education**

- B.A. or B.S; in a related field preferred or equivalent of 3+ years of experience in related field

#### **Experience**

- Experience facilitating youth programming for groups of at least 15 participants.
- Experience working with girls.
- Experience supporting youth in professional and workforce development skills such as resume building, networking, and career exploration.
- Experience working in positive youth development settings.

#### **Physical Requirements:**

- Prolonged periods of sitting at a desk and working on a computer
- 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 21 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

**How to apply:** Please complete the application form, which includes uploading your resume, [here](#).

**Application Deadline:** Positions will remain open until filled.



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***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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