



Position Title: Coordinator of High School Programs
Department: Youth & Family Development
Reports To: Director of Youth Development
FLSA/Status: Non-exempt/ Full Time
Hiring Range: \$33,532 - \$39,978
Job Family: Direct Service Level 4a
Revised: July 2017

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

Mi Casa Resource Center offers comprehensive out-of-school programs for middle and high school youth. Through academic support, positive relationships with adults, and engaging enrichment activities focused on post-secondary preparation, MCRC's work supports students in creating a more vibrant and empowered future for themselves. Mi Casa Resource Center at the Lake Campus offers programs for middle school youth while programs for high school youth are offered at the headquarter location in Southwest Denver. All Youth Development efforts also engage parents and caregivers through family activities, parenting education, and economic and educational programs for adults.

POSITION SUMMARY

The Coordinator of High School Programs is responsible for the implementation of the out-of-school time programs that serve high school youth. The Coordinator of High School Programs leads program implementation, service coordination, and site-specific partnership management.

KEY RESPONSIBILITIES

Leadership

- Supervise volunteers, interns, and work study students as needed.
- Maintain partnerships with area high school personnel as well as other community organizations while representing Mi Casa's best interest.

Operational Tasks

- Plan and coordinate all activities for high-school aged youth, including one-time workshops and ongoing programming.
- Collaborate closely with Youth and Family Navigators to ensure holistic support for core participant attenders through aligned efforts.
- Lead ongoing program improvement, working with supervisor and partners to implement best practices.

Mi Casa's Mission: To advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage.

Mi Casa's Core Values: Community, Integrity, Innovation, Expanding Opportunities, Connection



Evaluation

- Contribute to data collection by maintaining accurate and timely project specific paperwork.
- Collects participant feedback to ensure programs and services are aligned with students' needs and wants.

Fundraising and Grants Management

- Assist with fundraising as needed.
- Share program reflections and outcomes for funder and agency reports as needed.

REQUIRED QUALIFICATIONS

- Bilingual Spanish/English required
- Bachelor's degree in education, human services, or a related field or an equivalent combination of education, training, and experience
- At least one year experience working with and developing programs for youth and/or families
- Pass fingerprint and child abuse registry background checks for consideration
- Availability for flexible schedule with some evenings and weekends
- A valid Colorado Driver's License, good motor vehicle record, and current automobile insurance

KEY COMPETENCIES

- Commitment to positive youth development
- Excellent interpersonal communication, collaboration, and relationship-building skills
- Ability to work with diverse populations
- Strong verbal and written communication skills
- Strong computer skills
- Flexible and adaptable to a dynamic work environment

Mi Casa is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by June 12, 2018. Interviews may occur as qualified candidates apply.

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