



• 1836 Grant St, Denver, CO 80203 • phone: 303.861.5005 • fax: 303.861.5008 • [www.coloradoihaveadream.org](http://www.coloradoihaveadream.org) •

## Project Coordinator (Denver, CO)

The Colorado "I Have A Dream"® Foundation is seeking a new Project Coordinator. This full-time position starts in June. The position will lead a Dreamer class of 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders who live at North Lincoln Housing Development.

Candidates should have a BA in education or related field, several years' experience working directly with underprivileged, multi-cultural youth and their families. Ability to read, write and speak Spanish is preferred. Successful candidates will be self-directed, team players, adaptable and resourceful. CO driver's license, auto and insurance are also required. Competitive salary ranging from mid-high 30's and benefits.

Mail, or e-mail or fax a resume and cover letter to Stephanie Dreiling, Office Manager at [sdreiling@cihadf.org](mailto:sdreiling@cihadf.org) or 1836 Grant St, Denver, CO 80203 or 303-861-5008 by April 14, 2010.

No phone calls please.

Visit [www.cihadf.org](http://www.cihadf.org) for more information.

## Project Coordinator Job Description

The Project Coordinator (PC) is responsible for leading the development and implementation of programs and activities for an "adopted" Dreamer class of second-sixth graders so that Dreamers achieve the milestones set forth by CIHAD.

### ACCOUNTABILITY

While the PC ultimately reports to the Executive Director, the Project Coordinators work in a "self-directed" work environment with other PC colleagues who will mentor the new PC hires. The PC also works in close partnership with the class Sponsor and other key stakeholders.

### ESSENTIAL DUTIES

- Develop personal relationships with each of the Dreamers and their families in order to provide academic and social support.
- Manage and supervise a support network for the Dreamers, including AmeriCorps members, mentors, tutors, and volunteers.
- Utilizing the agency's goals, develop and maintain a program of after-school, weekend and summer activities aimed at meeting Dreamers' academic and social needs.
- Participate in the evaluation and adaptation of Dreamer activities.
- Cultivate a partnership with the class Sponsor to maximize the capacity of the Sponsor to bring resources to the class.
- Coordinate Dreamer referrals to appropriate agencies and professionals.
- Utilize resources in school systems and community institutions, and assist CIHAD in maintaining close ties to those resources.



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- Promote parent involvement in Dreamer development through in-school and after-school meetings, activities, home visits and parent-teacher conferences.
- Maintain relationships with school officials, housing officials (where applicable) & key stakeholders.
- Review academic, disciplinary, and attendance records of Dreamers. Prepare reports on the location, status and progress of each Dreamer and report to appropriate CIHAD staff.
- Manage project budget and control disbursements for activities in a resourceful and responsible manner.
- Participate on a regular basis with other PCs to promote the best practices of the organization among the whole team.
- Participate with the entire staff to promote the well-being of the agency as a whole.
- Other duties as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES**

- Adept with and respectful of multi-cultural families and children from diverse income backgrounds, especially immigrant, and underprivileged families
- Organized and self-directed
- Quick to respond responsibly in crisis situations
- Knowledgeable of education systems and issues
- Able to supervise paid staff, interns, and volunteers
- Strong team player
- Able to handle multiple projects simultaneously
- Flexible, and capable of managing high-stress situations while maintaining healthy boundaries
- Capable of managing partnerships with Sponsor (where applicable), and with key stakeholders (school officials, teachers, families, CIHAD)
- Great communication skills (written, verbal, non-verbal)
- Exemplary character background
- Committed to CIHAD mission

### **QUALIFICATIONS**

- Bachelor's degree in education, or related fields
- Several years experience working with underprivileged youth
- Non-profit experience preferred but not necessary
- Clean criminal background check
- Valid Colorado driver's license and access to automobile with insurance
- Fluency at reading, writing and speaking in Spanish highly desired