



Job Description: Workforce Program Specialist

Full-Time Salaried Exempt

\$53,000 - \$58,000

Aurora - 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. Founded in 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 its Workforce Program to include a construction trades pre-apprenticeship and entrepreneurship pathways. The Workforce Specialist will be part of a dynamic team to ensure successful expansion and implementation of the Workforce Program through group facilitation, recruitment, case management and alumni relations.

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 has demonstrated experience in facilitation and an ability to engage women in a professional manner. Workforce experience is a plus.



Roles and Responsibilities

30% Program Facilitation	Facilitate day to day content & activities for CHIC’s Essential Skills Pre-Apprenticeship Program. Responsibilities include researching and creating materials for training and workshops & supporting or leading facilitation of program curriculum, The ability to engage and have a human centered focus with participants in the program.
40% Case Management & Alumni Relations	Provide Case Management and support to graduates of the Workforce Program. CHIC provides six months of goal focused case management in the form of relationship building, regular check ins & referrals to supportive services and resources. Work collaboratively with the workforce team to plan and implement alumni events & workshops. Lead effort to create and distribute quarterly alumni newsletters.
20% Recruitment, Program evaluation and team building	Participate in recruitment activities in the form of outreach events, 1:1 outreach and ensure that CHIC has a visible presence in the Denver and Aurora communities.

Qualifications

- 2 or 4 year postsecondary degree
- 2+ years of program and community engagement experience
- Demonstrated experience with group facilitation and community building

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

Working Conditions

- 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
- Must be able to lift and carry or otherwise move 10 pounds regularly/occasionally
- Travel between CHIC office, facilitation sites, and partner sites for recruitment and client engagement

Compensation

- Salary Exempt
- Annual compensation range is \$53,000 - \$58,000
- Health, vision and dental benefits package available after 90 days of employment.

How to Apply

Please email your resume and a video to:

Darcie Ezell, darcie@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 challenging work-related experience and how you navigated through the challenge and the outcome.

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.