



### **Job Description**

Senior Coordinator, Full Time - Salaried  
\$65,000-68,000  
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. Sade Cooper and Hilari Smith founded 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**

The Senior Coordinator will assist the Director of Youth Services to ensure successful expansion and implementation of these programs through logistical and operational support, community outreach, and client engagement and case management.

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 also has demonstrated experience coordinating operations and logistics in a timely, professional, and proactive manner.

**The Senior Coordinator will have the primary responsibility in four areas:**

1. Systemize client files and records across EDU, Workforce, and Re-entry.
2. Coordinate a system for pro-social activities for all youth enrolled in CHIC programming.
3. Partner management responsibilities (R3/EDU).
4. Lead and develop parent/mother's program.
5. Work with all Coordinators across programs to ensure the CHIC way (scheduling, systemization)

**A brief description of the area are as follows:**

**Systemize client files and records**

Meet with program coordinators regularly to build consistent systems across all CHIC programs and make adjustments when necessary.

**Goal:** Quality and quantity. Within a 6 month timeframe, be able to provide success stories of impact.

**Coordinate a system for pro-social activities**

Expose participants to pro-social activities which can lead to higher grades, as well as create a sense of belonging, healthier friendships, and stronger emotional well-being.

**Goal:** Maintain consistent exposure to prosocial activities for all CHIC participants.

**Partner management responsibilities**

Create a functional relationship management system and maintain consistent partner communication across the board.

**Goal:** Increase partner communication and collaboration with partners so that they buy into CHIC and the amazing services offered within our organization.

**Lead and develop a program for parents**

In alignment with CHIC's mission statement and 2G approach, coordinate parent engagement groups, provide intensive 1:1's, and collaborate and build relationships with other organizations in order to offer additional resources to CHIC families.

**Goal:** Provide safe spaces for growth and healing to not just participants but their parents/mothers as well.

**65% Program  
Coordination**

Coordinate day to day activities and operations for CHIC's workforce, gang prevention, and reentry programs. Responsibilities include preparing materials and logistics for educational events, supporting or leading facilitation of program curriculum, assisting

	with client engagement in learning activities, and managing client data.
<b>10% Partnership/Recruitment</b>	Lead all recruitment activities for CHIC’s workforce, gang prevention, and reentry programs. Responsibilities include maintaining strong and proactive relationships with recruitment partners, ensuring that CHIC has a visible presence in the Denver and Aurora communities, attending outreach events, and engaging 1:1 outreach.
<b>15% Case Management</b>	Provide case management to a case list of women, mainly Mothers/parents of CHIC participants in CHIC’s workforce, gang prevention, and reentry programs. Responsibilities include intake assessments, regular check ins, referral to supportive services and resources, and progress monitoring.
<b>10% Case Management (Parent Services)</b>	Provide case management to a case list of women in CHIC’s workforce, gang prevention, and reentry programs. Responsibilities include intake assessments, regular check ins, referral to supportive services and resources, and progress monitoring.

## **Candidate Background**

### **Qualifications**

- 2 or 4 year postsecondary degree
- 5+ years of program and community engagement experience
- Demonstrated experience with program coordination and management

### **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

