



Job Description: Workforce Specialist

Full-Time Salaried Exempt

\$52,000 - \$58,000

Aurora - Denver, Colorado

Hybrid Position(4 days in office/1 flex day)

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 our Workforce Program in 2024 to serve over 50 women in our Essential Skill Pre-Apprenticeship Program (ESPA) focused in trades and construction. This position will assist the Workforce team to ensure a smooth expansion and will have a focus on compliance with our recently awarded DEDO contract that is supporting the local worker pipeline for infrastructure construction job opportunities and apprenticeship programs.

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 an understanding of the construction industry in the Denver/Aurora area.



Roles and Responsibilities

<p>50% Pre-Apprenticeship Program</p>	<p>Support the day to day activities and operations for CHIC’s Essential Skills Pre-Apprenticeship focused in trades and construction (ESPA). Responsibilities include preparing materials and logistics for training and workshops as well as supporting or leading facilitation of program curriculum. Responsibilities also include recruitment, outreach & engagement for the program in compliance with DEDO contract.</p>
<p>25% Oversee DEDO Contract Agreement</p>	<p>This position will be the point person to make sure we are in contract compliance with the City and County of Denver Economic Development & Opportunity (DEDO) in the Denver Construction Careers Program (DCCP). Responsibilities include making sure that CHIC is providing programming and placement that is directly reflective of the DEDO contract. Major activities include meeting community outreach and engagement targets; meeting recruitment targets; meeting industry and apprenticeship placement targets; and working with CHIC's finance and evaluation staff to meet all invoicing and reporting requirements.</p>
<p>25% Placement Support & Industry partnership building</p>	<p>Provide placement support to a caseload of women in CHIC’s workforce program into the local pipeline for infrastructure construction jobs and apprenticeships. Understand and maintain critical employer and apprenticeship partnerships within the construction industry, in order to create a pipeline for job placement and ongoing support for participants and partners.</p>

Qualifications

- 2 or 4 year postsecondary degree or equivalent experience
- 1-2 years of construction industry experience
- Demonstrated experience with program management, relationship & partnership building, nonprofit experience a plus

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 full time position
- Annual compensation range is \$52,000 - \$58,000
- Full benefits package available after 90 days of employment, including health, vision and dental
- Total benefits include:
 - Generous Time Off, including annual paid time off (total number of days available with duration of employment), 3 paid weekly hours of health and wellness time
 - Ongoing learning and development
 - Eligibility for sabbatical leave after 7 years



How to Apply

Please email your resume and a video to:
Darcie Ezell at 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.