



### **Job Description**

Executive Coordinator, Full Time - Salaried  
\$70,000-75,000  
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.
- CHIC Policy programs seek to advance systemic change for Black women, girls and families. Presently, CHIC is advancing the Justice for Black Coloradans initiative to advocate for racial reparations in the state of Colorado.

**Position Overview:**

CHIC is in search of a committed and highly organized Executive Coordinator to provide support to the CEO of our non-profit organization. The Executive Coordinator will play a pivotal role in ensuring the efficient operation of the executive office by managing administrative tasks and offering assistance for various projects and initiatives. This role demands exceptional organizational abilities, meticulous attention to detail, and adeptness in task prioritization.

The Executive Coordinator will primarily be tasked with managing the CEO's schedule, conducting research, and aiding in program coordination, as well as assisting with strategic initiatives, capital campaigns and policy initiatives, like, Justice for Black Coloradans. Additionally, this position will entail collaborating with CHIC Board of Directors on board development endeavors and working closely with our Brand Ambassador. Overseeing all community engagement events and participating in special projects with the executive team will also be part of the Executive Coordinator's responsibilities.

The preferred candidate will possess extensive experience in working with women of color and actively engaging with the Denver and Aurora communities as a culturally responsive practitioner. Additionally, the ideal candidate should have proven experience in coordinating operations and logistics in a prompt, professional, and proactive manner. This role presents an exhilarating opportunity to collaborate closely with the CEO and play a significant role in achieving our organization's mission. If you are a proactive and detail-oriented individual driven by a passion for creating positive change, we urge you to submit your application.

**Roles and Responsibilities**

<b>60% Executive Assistance</b>	<ul style="list-style-type: none"><li>● Manage the CEO's schedule and email. Coordinate Executive logistics, i.e. scheduling meetings, booking venues, and arranging travel for the CEO.</li><li>● Assist CEO with preparation for public engagements, readings and analyzing submissions, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.</li><li>● Participate in key funder and stakeholder meetings. Record meeting discussions and provide minutes.</li><li>● Support the CEO to stay abreast of industry and community trends, by participating in professional and technical educational; reviewing publications; and establishing professional and personal networks within the industry.</li></ul>
<b>25% Organization Operational Coordination</b>	<ul style="list-style-type: none"><li>● Provide logistical support related to Board of Directors onboarding, engagement, communication and meeting logistics.</li><li>● Provide logistical support related to team priorities and initiatives, including team retreats, team meetings, and team outings.</li></ul>



- As needed, assist the Executive team and Administrative staff with special projects related to key internal functions. Activities might include:
  - participate in capital campaigns and strategic planning efforts; support the coordination of financial reports; and assist with budget preparation;
  - ensure that CHIC maintains accurate records, data and documentation related to Executive priorities, including team and community engagement, program expenses, and evaluation metrics;
  - assist with the implementation of CHIC’s external communication calendar, including email, social media, and newsletter communication;
  - and contribute to the development of grant proposals, and fundraising initiatives as needed.

**15%  
Cross-Program  
Coordination**

- Assist the CEO and COO with management of CHIC’s community programming and events.
- Collaborate with all Program Coordinators (Education, R3 and Workforce) to ensure consistency and systemization of scheduling, branding, and quality assurance in alignment with the CHIC way
- Assist in the recruitment, training, and supervision of program volunteers and interns.

**Candidate Background**

**Qualifications**

- Bachelor's degree in a relevant field preferred.
- Proven experience in an executive support role or similar position.
- Excellent organizational and time-management skills.
- Strong attention to detail and ability to multitask.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficient in Access, MS Word, Excel, Outlook
- Experience in event coordination and project management is a plus.
- Commitment to diversity, equity, and inclusion initiatives.

**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

### **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.

### **Working Conditions**

The Executive Program Coordinator will:

- Engage in office work at CHIC's home office in Aurora, Colorado, 4 days per week
- Engage in work that requires the ability to engage in moderate physical activity
- Travel between CHIC office, and partner sites for client engagement

### **Compensation**

This position will be a full time role. This position is expected to pay, \$70,000-75,000

### **How to Apply**

Please send your resume and a video to Sade' Cooper, [Sade@chicdenver.org](mailto:Sade@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 work related experience in which you had to navigate a challenge.