



Job Description: Workforce Training Specialist

Full-Time Salaried Exempt
\$58,000 - \$60,000
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 Workforce programs help women plan, pursue, and persist on pathways to employment in high-earning, in-demand industries with low barriers to entry.**
- 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 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

In 2024, CHIC is broadening its Workforce Program to support over 50 women through the Essential Skill Pre-Apprenticeship Program (ESPA), specifically targeting trades and construction. This expansion aims to facilitate a seamless transition and ensure compliance with the recently secured DEDO contract, which is instrumental in bolstering the local workforce for infrastructure construction and apprenticeship opportunities. The sought-after candidate should possess a high Emotional Intelligence and extensive experience working with women of color, with a strong background in the Denver and Aurora communities, showcasing a culturally responsive approach. Additionally, a solid understanding of the construction industry within the Denver/Aurora area is crucial.



Roles and Responsibilities

50% Pre-Apprenticeship Program

Enhance the daily operations and activities for CHIC's Essential Skills Pre-Apprenticeship Program (ESPA), specializing in trades and construction. Your role will encompass preparing training materials and logistics for workshops, as well as facilitating or leading the program curriculum. Additionally, you'll be responsible for recruitment, outreach, and engagement efforts to ensure compliance with the DEDO contract. This position demands initiative in identifying and establishing strategic partnerships for recruitment.

10% Oversee DEDO Contract Agreement

This position will be integral in ensuring contract compliance with the City and County of Denver Economic Development & Opportunity (DEDO) in the Denver Construction Careers Program (DCCP). The primary responsibilities involve collaborating with CHIC's finance and evaluation teams to report on achieving outreach and engagement goals, meeting recruitment objectives, aligning with industry and apprenticeship placement targets, and to fulfill invoicing and reporting obligations.

40% Placement Support & Industry partnership building

Offer placement support for a cohort of women in CHIC's workforce program, facilitating their transition into the local infrastructure construction job market and apprenticeship programs. This role entails nurturing and sustaining vital employer and apprenticeship partnerships within the construction sector, with the goal of establishing a robust pipeline for job placements and ongoing support for both participants and partners.

Qualifications

- 2-4 years postsecondary degree or equivalent experience
- 1-2 years of construction industry experience
- 1-2 years of Non-Profit experience preferred
- Experience working with grants a plus
- Demonstrated experience with program coordination or management
- Demonstrated experience facilitating content in a group setting
- Relationship & partnership building, actively seeking and cultivating relationships between CHIC and other organizations to build connections within the construction industry in the Denver Metro / Aurora area
- Manage administrative responsibilities for the Essential Skill Pre-Apprenticeship Program (ESPA)



- Coordinate and manage scheduling, promotion and logistics for trainings and presentations
- Proven ability to work effectively both independently and as a part of a team
- Excellent communication skills
- Experience in Google Suite and MS Office Suite

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, value vulnerability to be bring your whole self to work
- **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 \$58,000 - \$60,000



- 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.