

Posted on 8/1/2024  
Closes on 8/16/2024



**Role Title:** Community Engagement  
Coordinator

**Type:** Part-time employee (20 hours/week)

**Location:** Hybrid (Remote work and in-person  
in Fort Morgan, Colorado)

**Salary:** \$25,000

[College Access Navigators](#) is a youth-led nonprofit organization that co-creates bright futures with youth in Fort Morgan. We envision a future where all youth, regardless of family background, have access to high-quality education, meaningful mentorship, and career pathways that lead to economic stability and social mobility. Our vision is to create a more inclusive and equitable society and to inspire others to join us in this important work.

### **Position Overview**

The Community Engagement Coordinator will be responsible for developing, implementing, and overseeing a range of community-focused programs and initiatives. This position requires a dynamic individual with strong communication and organizational skills, capable of managing diverse tasks from event planning to data collection and analysis. The ideal candidate will focus on fostering relationships with community members, coordinating with cross-functional teams, and promoting the organization's services. This role will involve significant interaction with the communities.

### **Key Responsibilities**

- **Program Development and Management:**
  - Collaborate with the Program Manager to design and implement community engagement programs that align with the organization's mission.
  - Collaborate with the Program Manager to plan and execute events and workshops, ensuring all logistical details are managed efficiently.
  - Collaborate with the Program Manager to evaluate program effectiveness and make recommendations for improvements.
- **Community Outreach:**
  - Develop strategies to increase community participation and engagement.
  - Serve as a liaison between the organization and the community, building strong relationships and trust.
  - Promote the organization's programs and services through various channels, including social media, community events, and direct outreach.
- **Data Collection and Analysis:**

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- Conduct in-person and online surveys to gather data from program participants and the broader community.
- Maintain accurate records of data collection activities and ensure proper handling of sensitive information.
- Analyze data to identify trends and insights, providing reports to senior management for strategic planning.
- **Administrative Support:**
  - Assist with general administrative tasks, including answering phones, scheduling appointments, and maintaining databases.
  - Support staff in organizing office operations and maintaining an efficient work environment.
  - Handle logistics for training sessions and team meetings, ensuring all materials are prepared and available.
- **Mentorship and Support:**
  - Provide guidance and mentorship to students and community members.
  - Develop and deliver workshops focused on academic and personal development, contributing to increased retention and success rates.
- **Cross-Functional Collaboration:**
  - Work closely with other departments and external partners to enhance program offerings and outreach efforts.
  - Participate in training and development sessions to stay informed about best practices and new methodologies in community engagement.

This role provides a unique opportunity to lead, innovate, and drive positive change in the lives of historically-marginalized youth. The Community Engagement Coordinator will play a crucial role in shaping program strategy, fostering partnerships, empowering youth, and ensuring that CAN's programs remain impactful, responsive, and aligned with our mission.

### **Application process**

Please submit a resume and cover letter outlining your interest in this position. In your cover letter, please address how your background, skills, and passion align with the mission of the organization and the responsibilities of the role.

Applications will be accepted until August 16th, 2024 and interviews will take place during the week of August 19th.

Please email your resume and cover letter to [info@collegeaccessnavigators.org](mailto:info@collegeaccessnavigators.org)