

Position: College & Career Readiness Coordinator
Department: Career Pathways
Reports to: Project Director, Educational Attainment Pathways

FLSA: Non-Exempt
Job Grade: 4
Revised: June 2021

WHO WE ARE:

Mi Casa Resource Center (MCRC) is committed to creating pathways of opportunity for low-income and underserved individuals. For more than 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. Currently, MCRC educates, trains, and supports youth and adults on their path to economic success. Additionally, MCRC partners with the area's most respected organizations to provide economic and educational services to assist families on their path to achieve their economic goals and realize their dreams.

MCRC offers job readiness and career pathways to help individuals achieve livable wages. Using a sector-focused approach that engages local industry to find those jobs that match the client base, MCRC works with Denver area employers to training programs for career readiness, workplace skills, and job success. MCRC also trains individuals for frontline roles in the financial services industry. Additionally, MCRC provides career coaching, including resume, interviewing, job search assistance and wraparound supports for participant success.

POSITION SUMMARY

The College & Career Readiness Coordinator is responsible for the coordination and implementation of MCRC's postsecondary and workforce readiness activities with high school students. This position works closely with the Project Director of the Educational Attainment Pathways in developing the implementation of all youth strategy. The coordinator is responsible to ensure high-quality, successful youth programming efforts.

KEY RESPONSIBILITIES

Operations

- Implements and executes youth programming that increases postsecondary access and educational attainment.
- Designs, evaluates, and revises all curriculum related to postsecondary and workforce strategy.
- Delivers training and professional development to teachers at partner high schools.
- Coordinates with other members of MCRC staff to successfully support student's educational attainment.
- Coordinates with high school teachers and administrators to ensure holistic student support.
- Coordinates relationships with school administrators and staff for programmatic success.

Participant Interaction

- Supports youth-aged students through a comprehensive program focused on academic, postsecondary, social emotional, and workforce readiness.
- Delivers all curriculum to youth including but not limited to career exploration, postsecondary readiness, academic goal setting, and pathway planning.
- Advises students and supports social emotional skill building for postsecondary and workplace success.
- Directs families to appropriate MCRC program recruiter and/or partner services and engages with family as required to support youth engagement.

Leadership

- Leads training of Mi Casa-developed curriculum to teachers at partner high schools.
- Evaluates teacher implementation and curriculum delivery by providing support and regular feedback.

Evaluation

- Makes data-driven decisions using analytical tools (i.e. Pairin) to evaluate the success of program activities and makes recommendations to leadership.
- Enters data into data systems including but not limited to: Salesforce, Pairin, etc.

Fundraising and Grants Management

- Participates in fundraising events and fundraising efforts as needed

Other

- Accomplishes other duties as assigned

QUALIFICATIONS

- A minimum of 3 years of experience in teaching, education, counseling, youth development, or workforce development
- Experience with Career and Technical Education preferred
- Advanced knowledge in instructional design and educational frameworks including pedagogy and course design
- Culturally competent: the employee must demonstrate experience in working with diverse populations
- Knowledge of current academic standards preferred
- Demonstrated knowledge and experience with postsecondary educational or workplace opportunities within the Metro Denver area and the state of Colorado
- Extensive understanding and experience with the tasks, process, and requirements of getting into and succeeding in postsecondary education and the workplace
- Valid Colorado Driver's License, good motor vehicle record, current automobile insurance, and a reliable car
- Background check required

KEY COMPETENCIES

- Demonstrated experience in curriculum development
- Adaptable and flexible
- Proven track record in supporting student achievement for positive outcomes
- Data-driven decision maker
- Systems-thinker
- Strong orientation towards human-centered design and participant voice
- Commitment to agency's strategic initiatives of quality assurance, impact expansion, and leadership