

Colorado Circles for Change

CCFC<sub>Denver.org</sub>

## EMPLOYMENT OPPORTUNITY

### POSITION: Girls Program Manager

COLORADO CIRCLES FOR CHANGE IS COMMITTED ON ENSURING JUSTICE AND EQUITY ARE AT THE FOREFRONT OF ALL WE DO, AT EVERY LEVEL OF THE ORGANIZATION. CCFC UPHOLDS AN INCLUSIVE CULTURE WHERE A DIVERSE WORKFORCE CAN THRIVE, CONTRIBUTE, AND FEEL VALUED. WE EXPECT ALL STAFF TO COMMIT TO A JOURNEY OF BEING ANTI-RACIST WITHIN AN INTERSECTIONAL LENS SO WE CAN ENSURE A LEVEL PLAYING FIELD FOR ALL AND DISPARITIES DO NOT EXIST WITHIN THE ORGANIZATION AND THE WORK WE DO IN COMMUNITY.

#### Organization Description:

Colorado Circles For Change is a small grass-roots organization established in 1994 as the Victim Offender Reconciliation Program (VORP) of Denver. In 2017, the staff and board of directors, informed by community, partners and participants embarked on a strategic plan and began doing business as Colorado Circles for Change (CCFC). **The mission of CCFC is “to create a pathway for our youth to discover sacred relationships with self, family, and community to eliminate juvenile violence and incarceration so that youth reach their full potential.”** CCFC's values are Social Justice, Inclusiveness, Community, Transformational & Cultural Healing, and Non-Violent Resolution of Conflict. CCFC envisions a community where all our youth embrace their sacredness through a journey of transformational healing. CCFC is committed to ending the school to prison pipeline, mass incarceration, and creating the next generations of hood healers.

#### Organization Culture:

CCFC's culture is that of family, community, collaboration, empowerment, healing, liberation, safety, respect, and sacredness for cultural traditions, integrity, celebration, failing forward through mistakes by learning together in a non-shameful way, restorative and just. We work to embody an understanding that CCFC belongs to the community and we are here to be of service in a humble, compassionate way where power is shared. We center the mental, physical, emotional, and spiritual well-being of our team to ensure we are of service in the most impactful way.

#### CCFC 4 program areas:

- Restorative/Transformative Justice (RJ/TJ)
  - ✓ RESTORE, Face2Face, and Community Group Circles in which CCFC works with the public juvenile justice system in Denver to coordinate and provide early intervention Restorative and Transformative Justice services. Facilitation of services is provided by a cadre of volunteers led by the Program Manager
  - ✓ Mi Avenida is a new program and partnership with Lookout Mountain Youth Services Center. The Program/Case Manager will work with youth inside Lookout to prepare for a successful transition back into the community through case management and engaging youth in restorative justice programs.
- Youth Leadership Institute (YLI) which supports youth through a variety of leadership and Rites of Passage Programming.
  - ✓ Joven Noble (Noble Youth) is a national culturally rooted, gender-specific Rites of Passage program for boys of color to support positive character development, transformational healing and keep them out of the criminal justice system so they can live healthy vibrant lives.
  - ✓ **Xinachtli (Blooming Seed) is a national culturally rooted, gender-specific Rites of Passage program for girls of color to support positive character development, transformational healing and keep them out of the criminal justice system so they can live healthy vibrant lives.**
  - ✓ **Hueliti (Strength & Power) is an advanced leadership program for high school and young women focused on eliminating gender-based violence, incarceration, and forms of oppression within an intersectional approach for girls of color through service learning, activism, and civic engagement.**
- Mentoring
  - ✓ Kalpulli (Beloved Community) is a mentoring program for middle school youth with the focus of supporting high school matriculation and graduation focused on positive peer to peer and adult – youth mentoring within a cultural and healing justice context.
- Women, Family and Community Services
  - ✓ Circulo de Sanacion are monthly healing circles and annual retreats for women in the community who are impacted by violence, incarceration, racialized bigotry either directly or as mothers.
  - ✓ Cara y Corazon is a culturally-based family strengthening/community mobilization program that assists parents and other extended families to raise and teach their children with a positive cultural base.
  - ✓ Community Collaborations are community trainings and other opportunities to collaborate and build power together.

#### Position Opportunity:

The Girls Program Manager manages all aspects of the Xinachtli and Hueliti girls programs listed above including creation of program area goals, curriculum development, implementation, facilitation, data and evaluation reporting, develops partnerships with juvenile justice agencies

and schools, and manages, volunteers, contractors, and interns. The Girls Program Manager will work closely with other staff in various program areas to ensure CCFC is meeting its mission in the most collaborative and impactful way within the framework of la Cultura Cura. The position also supports the Executive Director with community trainings, fundraising, and other duties as assigned. Currently, the Girls Program Manager reports to the Executive Director. Some Saturdays and evenings required.

### **Essential Duties/Responsibilities:**

#### **Capacity Building and Leadership**

- Stays abreast of trends in positive youth development, restorative justice, La Cultura Cura, intersectionality, social justice issues impacting girls of color, and community healing practice and research.
- Builds, manages, and engages in active communication and networking with all referral sources and relevant community partners, groups, organizations, and colleagues in the field of youth justice and girls of color.
- Represents CCFC at meetings, workshops, conferences, and other opportunities to build power for youth justice.
- Meets with the Executive Director regularly and attends staff meetings and occasional board meetings.
- Communicates all important programmatic matters to the Executive Director.
- Maintains a community-focused climate, rooted in compassion, respect, and collegial with other staff and welcoming to participants, families, community members, volunteers, and partners.
- Actively participates in and upholds an anti-racist, anti-oppressive culture that is inclusive of all, safe, and rooted in sacredness.
- Serve as a strong mentor for youth participants, colleagues, and partners.
- Support fundraisers, community trainings, and special events as needed.

#### **Planning and Development**

- Develops, implements, and facilitates curriculum and workshops for the advanced leadership program for girls, Hueliti.
- Creates goals, timeline, partnerships, collaborators, and evaluation methods for all Hueliti and Xinachtli programs.
- Constantly evaluates, adjusts, and maintains effective girl's programming.
- Develops plans to build partnerships with various youth and girl justice organizations.
- Prepares and modifies documents, including correspondence, reports, promotional materials, drafts, memos, and e-mails as required by own duties or by the Executive Director
- Prepares and supervises the preparation of all program statistics and reports for the Executive Director, the Board of Directors, the courts, and other referral sources, contractors, and funders.

- Manages the girls' programs of CCFC so that expenditures fall clearly within budget guidelines and discusses anticipated variations with Executive Director.
- Keeps clear financial records, including receipts for budgeted expenditures, and submits them to the Operations Manager promptly.
- Supports the Executive Director in implementing fundraising plans including some grant writing.
- Works with the Executive Director to develop a professional development plan that ensures growth and excellent job performance and satisfaction.
- Coordinates partners and guest speakers to support programs and youth needs such as obtaining social services, housing, etc.
- Works with Program Coordinator to ensure youth and families are accessing food from the CCFC food program.
- Create and manage case notes and summary reports for participants
- Works closely with the National Compadres Network to adhere to all curriculum implementation and evaluation guidelines for Xinachtli program.

#### Direct Service, Implementation and Management

- Manages all aspects of Hueliti and Xinachtli program content, implementation, facilitation, writing reports, and grant requirements.
- Oversees all girl's programs and engages trained volunteers to run the sessions under Program Managers' supervision.
- Along with the Program Coordinator, ensures all data is collected for evaluation and reports.
- Provides on-going supervision to girl's Program Assistant, volunteers, interns, contract facilitators, youth, and families.
- Assess the appropriateness of youth participants for services and ensures court requirements are met.
- Completes program observations, provide feedback and performance evaluations for volunteers, and create a team culture that promotes professional growth and development.
- Works with Program Coordinator to identify volunteer needs and provide oversight to volunteers and interns.
- Ensures that the girls' programs are meeting quality assurance standards.
- Supports the development of curricula, workshops, and activities for Hueliti.
- Oversees the implementation and tracking of programs, workshops, and circles, including participant records, registration forms, attendance, programs delivered, and completed evaluations.
- Identifies potential partners, meets with school juvenile justice partners and school administrators where appropriate, establish deliverables and partner fees.
- Works with Youth Leadership Program Coordinator to maintain a clean, attractive, and appropriate space for programming.
- Coordinates coverage in times of absence.

- Creates program norms, monitor disciplinary matters, and support a culture of self-discipline, and restorative approaches.
- Supports participant/parent/community engagement, including (but not limited to): program kick-off events, end of program graduations, summer retreats, positive customer service, feedback strategies, and other activities.

#### Professional Performance:

- Maintains a creative, team-building approach to job performance and seeks to bring a constructive, problem-solving orientation to all tasks.
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with CCFC's guidelines and conforming to the scheduling requirements of the job and programs.
- Supports CCFC's mission, vision, and values and promotes youth justice rooted in an intersectional approach.
- Exercises discretion and professional judgment always in keeping with the responsibilities carried by CCFC for the well-being of the youth and families it serves; acts with honesty and integrity in all aspects of CCFC business.
- Actively strives to upgrade professional skills through a professional development plan and engages in appropriate professional training and experience that ensures growth, excellent job performance, and satisfaction.
- Actively strives to create and maintain an inclusive and intentionally anti-oppressive environment and organizational culture through communication and interaction that demonstrates respect for all including race, ethnicity, culture, gender, gender expression, sexual orientation, economic status, and lived experience.
- Maintains a climate which is professional and collegial with other staff and welcoming to volunteers and youth and families.
- Encourages the voice of youth and families in all aspects of programming and organizational leadership.
- Commits to creating and participating in individual and collective liberation through on-going self-care activities.

#### Other

- Support the overall CCFC team in maintaining a clean building and yard.
- Other duties as assigned

#### **Qualifications:**

##### **Knowledge, Skill, and Ability:**

- Demonstrates alignment with and commitment to CCFC's mission, vision, and values.
- Demonstrates strong knowledge and skills in positive youth development, restorative justice, trauma-informed, intersectionality, girls programming, transformational healing, and La Cultura Cura framework.

- Demonstrates strong communication skills and is *preferably* bilingual in both English and Spanish (written and verbal).
- Relates well to diverse groups of people; values inclusiveness of all communities, cultures and life experiences, ability to build rapport with different constituencies, good listening skills, uses diplomacy and tact; appropriately handles difficult and challenging situations in a restorative way.
- Demonstrates computer skills and knowledge of relevant software, the Internet, and e-mail.
- Demonstrates knowledge of operation of standard office equipment.
- Demonstrates knowledge of administrative procedures and systems, such as filing and record keeping.
- Demonstrates flexibility in scheduling, availability, and last-minute changes to accommodate job responsibilities and to achieve success in reaching established goals.
- Must be a self-starter and able to work independently and have very strong initiative yet can perform well in a team environment.
- Has strong organizational skills and the ability to focus on details.
- Experience in developing, implementing, and facilitating youth programs and healing circles.
- Experience in developing, cultivating, and maintaining community partnerships.
- Proven track record of leadership, integrity, professional maturity, self-motivation, and commitment.
- Have a Colorado driver's license and valid Colorado insurance or a reasonable plan for getting to and from partner organizations.
- Direct supervisory experience required (could be in a volunteer capacity).

### **Experience & Education:**

CCFC is committed to ensuring an inclusive organizational culture and recognizes various methods of training, education, and lived experiences. Applicants who have the skills and abilities to connect with our families and youth based on these various methods of development are encouraged. CCFC understands many skills can be taught and developed with training and support therefore a heavy emphasis is placed on an applicant's personal connection to organizational mission, vision, and values. Associate Degree or two years of college *preferred*. Bachelor or Master Degree a plus (or working towards a degree). Bi-lingual in both English and Spanish (written and verbal) and bi-cultural preferred. Three years of experience working in youth program development, juvenile justice alternatives, or girls programming preferred. Fundraising experience a plus. Must have the ability to work with communities of color, communities impacted by various forms of violence, incarceration, under-resourced, and communities with diverse life experiences in a positive and empowering way. Preferred experience working with and managing staff and volunteers.

### **Inclusiveness Statement**

CCFC is dedicated to implementing equity as a tool to strengthen and enrich every aspect of our organization, this includes being anti-racist, valuing diversity, and contributing to inclusive work culture. CCFC continually strives to meet the needs and reflect the diversity of the communities

we serve by valuing and respecting the individuality of all our employees, volunteers, board members, youth participants, families, and community partners. Equity is at the center of all we do as an organization and it is expected by all that join our team to intentionally work towards creating a thriving culture absent of harm related to one's identity or lived experience.

### **Equal Employment Opportunity**

CCFC is committed to making all personnel decisions without regard to race, creed, age, color, religion, national origin, ancestry, citizenship status, gender, gender expression, marital status, sexual orientation, veteran status, disability, or any other protected class as required by applicable law. All employees are expected to actively support these values and objectives in our work environment and with others with whom we come into contact.

### **Compensation**

Full-time position pay is \$55,000 annually non-negotiable, generous paid time off, holidays, flexible schedules, generous staff well-ness opportunities, life insurance, retirement contribution, cell phone reimbursement, and a joyful, empowering work environment.

**To apply; please answers the below questions in 500 to 1000 words and send with a resume and cover letter to [info@ccfcdenvver.org](mailto:info@ccfcdenvver.org) by Friday August 21<sup>st</sup>, 2020 6 pm MST.**

- 1. What are 3 major social injustices that affect the lives of girls today, and how?**
- 2. What does our community look like without these injustices? How do we get there?**
- 3. What is your contribution to changing those injustices?**
- 4. What does healing justice look like in the lives of girls?**

**Please indicate Girls Program Manager Position in the subject line. Please no phone calls.**

**Receipt of all emailed resumes will be acknowledged.**

**Colorado Circles for Change mission:**

**To Create Pathways for Our Youth to Discover Sacred Relationships with Self, Family, and Community to Reduce Juvenile Violence and Incarceration so youth Can Reach Their Full Potential**