



**Collaborative Action Network (CAN) Coordinator
(Three AmeriCorps VISTA Positions)**

5.9.18

SUMMARY:

Youth Initiative of Adams County (ACYI), a fast-paced, dynamic local nonprofit that works to MOBILIZE and support a Partnership of stakeholders, who have agreed to work together to benefit children and youth throughout the community from Cradle through Career, is hiring a Collaborative Action Network (CAN) Coordinator. The position plays an integral role in the development of the next phase of the ACYI Cradle to Career Partnership. The CAN Coordinator will support the Partnership in its collective efforts to reach targets set in each of the Cradle to Career Outcome Areas. **The CAN Coordinator will serve as a member of the ACYI Backbone, supporting each Collaborative Action Network (CAN) as a neutral facilitator, continuous improvement, data, project management and communication efforts to support that focuses on equitable outcomes.** ACYI is an equal opportunity employer.

STATUS: *Full-Time, 1 FTE / 40 Hours, Non-Exempt - This is an AmeriCorps VISTA position.*

Reports to: Chief Operating Officer

Work Location: ACYI's Satellite Office at Community Reach Center at 1870 W 122nd Ave, Westminster, CO with some travel to our home office at Adams 12 Five Star Schools, as well as throughout the Adams County community, the Denver Metro area and occasionally to trainings within the US.

KEY RESPONSIBILITIES:

This position will increase the capacity of ACYI to provide effective backbone support to two of our Collaborative Action Networks (CANs), with the explicit goal of improving the cradle to career success of children and youth in our community and to support effective communications on behalf of ACYI.

Job duties include, but are not limited to...

Partnership Support:

- Work with the COO and the ACYI Team to design CAN meetings, trainings, and support that move the Partnership from talk to action
- Focus on equity in meeting design and process construction, including authentic youth engagement
- Oversee logistics for CANs, meetings, etc.
- Assist in bringing and collecting population level data regarding cradle to career areas
- Provide neutral facilitation and continuous improvement coaching to partners
- Facilitate and support data coaching for partners

YOUTH INITIATIVE



OF ADAMS COUNTY

- Stewarding relationships among partners and the work
- Align resources to support the Partnership in affecting cradle to career outcomes
- Ensure that discussions, document decisions, and action commitments are tracked and shared within the CANs
- Work to ensure The Partnership engages necessary leadership throughout the collective impact and continuous improvement processes
- Inform The Partnership of progress on outcomes
- Support equity lens in all efforts
- Connect and share local, state, and national best practices, policy and resources to enable and sustain improvement
- Willing and able to represent ACYI at community and national functions
- Other duties as assigned

Communications:

- Share stories of impact & lessons learned
- Complete briefs and updates
- Maintain email distribution lists for CANs

REQUIRED QUALIFICATIONS:

Bachelor's degree required; strong analytical and problem solving skills; ability to work well with large and diverse teams; knowledge and demonstrated success in project management and organizational skills; proficiency in MS Office; ability and desire to work in a fast-paced, dynamic work environment, passion for and commitment to working with racially diverse communities; passion for and commitment to youth engagement.

DESIRED QUALIFICATIONS:

Knowledge and demonstrated success in: education; supporting community relationships; experience in Continuous Improvement and Results Count or willingness to learn; experience in meeting facilitation; familiarity with the collective impact framework or willingness to learn; bilingual or multilingual; and working in an ever-changing, complex environment.