

YOUTH INITIATIVE

OF ADAMS COUNTY

Post-Secondary Success and Workforce Collaborative Action Network (CAN) Coordinator

January 2019

SUMMARY: [Youth Initiative of Adams County \(ACYI\)](#), a fast-paced, dynamic local team that works to MOBILIZE and support a Partnership of stakeholders, who have agreed to work together to increase the success of children and youth and eliminate disparities from Cradle through Career, is hiring a Post-Secondary Success and Workforce Collaborative Action Network (PSSW CAN) Coordinator. The PSSW CAN Coordinator will support the Partnership in its collective efforts to reach targets set in [Outcome Areas](#). The CAN Coordinator will serve as a member of the [ACYI Backbone Team](#), supporting two [Collaborative Action Networks \(CAN\)](#) as a project manager, neutral facilitator, [Continuous Improvement](#) and data coach, and with communications support that focuses on equitable outcomes. ACYI is an equal opportunity employer.

STATUS: Full-Time - 12 Month Temporary Employee, 1.0 FTE; with possibility of extending or becoming permanent, 1 FTE / 40 Hours, Non-Exempt. FLEXIBLE START DATE.

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: Help support a network of cross-sector partners who are working together to improve [Cradle to Career Outcome areas](#) and eliminate disparities on behalf of children and youth by providing project management 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 eliminating disparities. **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
- 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 CAN
- 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 the ACYI Partnership at community and national functions
- Other duties as assigned

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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 experience 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.

COMPENSATION:

ACYI offers competitive salary and benefits, commensurate with experience and skills. The starting salary range for this position is \$40,000 - \$45,000.

To Apply: Submit resume to kendrasimpson@acyi.org.

To learn more about our work, our impact and team, visit ACYI.ORG