

Program Assistant (20 Hours / Week)

Challenge Denver is seeking an energetic and organized part-time Program Assistant, who will work closely with the Executive Director to meet Challenge Denver's administrative, programmatic and strategic needs. The successful candidate will have a passion for creating positive change in the Denver community, and be committed to growing their nonprofit leadership skills in the context of a supportive, grassroots organization. The Program Assistant will have a diverse array of responsibilities, including supporting school partners and donors, overseeing program logistics, and marketing and media outreach. This position works 20 hours per week, though some time may require the flexibility for more.

GENERAL RESPONSIBILITIES:

Organization Mission and Strategy:

- Responsible for leading logistics and coordination for Challenge Denver's year-long, comprehensive social emotional programs
- Responsible for owning and growing ongoing relationships with school and community partners
- Responsible for volunteer management, coordination and relationships
- Responsible for overseeing programmatic evaluation
- Responsible for the enhancement of Challenge Denver's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Marketing & Communications:

- Responsible for leveraging Challenge Denver's social media accounts to communicate and connect with our community via FB, Instagram & Twitter on a regular basis
- Responsible for writing and publishing Challenge Denver's Monthly Newsletter
- Supports basic drafting and design of fact sheets, one pagers, and other marketing materials

Financial Performance and Viability:

- Responsible for supporting executive director with donor prospecting and cultivating to ensure a strong, diverse donor pipeline
- Responsible for supporting executive director in managing current donor portfolio for high donor retention and increased engagement
- Supports executive director with grant writing and reporting
- Maintains strong working relationships with Challenge Denver's corporate partners

Event Planning

- Responsible for executing complex project plans with executive director's support to ensure successful events
- Responsible for carrying out long-term plans with timeliness and attention to detail
- Responsible for securing event sponsors and promoting the event through social media

- Responsible for on-site event support

Qualifications:

- A bachelor's degree or higher
- High energy, self-starter with ability to balance multiple projects and priorities
- Interest in growing nonprofit leadership skills
- Strong organizational abilities
- Ability to convey Challenge Denver's vision to staff, board, volunteers and donors
- Interest in developing fundraising expertise
- Social media proficiency
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to collaborate across lines of difference

Preferred Qualifications:

- Experience in K-12 education
- Experience with social emotional learning frameworks and programs
- Nonprofit Experience
- Youth Development Experience

Salary commensurate with experience and other qualifications. Email cover letter and resume to: info@challengedenver.org. Preference will be given to candidates who submit application by June 22, 2018.

About the Organization:

Challenge Denver envisions a world where EVERY child feels safe, loved, and connected at school. We provide our school partners with year-round innovative, experiential programs designed to foster healthy school culture and strong relationships.

Our work with schools begins with our flagship Challenge Day program and continues throughout the year with teacher training and development in the areas of restorative practices and trauma-informed care.

We believe there is no such thing as a "bad" child, that negative student behaviors are often the result of unmet social emotional needs or past trauma, and that the social emotional skills needed for success in school and in life can be taught!