



Role: Vietnamese Community Outreach Coordinator	Type: Part Time Employee or Contractor
Location: Hybrid	Pay: \$30 per hour plus mileage reimbursements for driving

Who We Are

Convivir Colorado is a leadership program for 6th through 12th grade students who are directly impacted by migration. This includes those who are immigrants, refugees, and first generation Americans from any nationality and with any type of immigration status ranging from undocumented to naturalized. We leverage the power of storytelling, artistic expression, and community building to encourage the self-empowerment and leadership development of our youth, primarily through out-of-school programs.

What You Will Accomplish

At Convivir Colorado, we care deeply about our relationship with the community. We're seeking a Vietnamese Community Outreach Coordinator to help us establish and nurture these relationships with diverse immigrant and refugee families across Aurora and Denver.

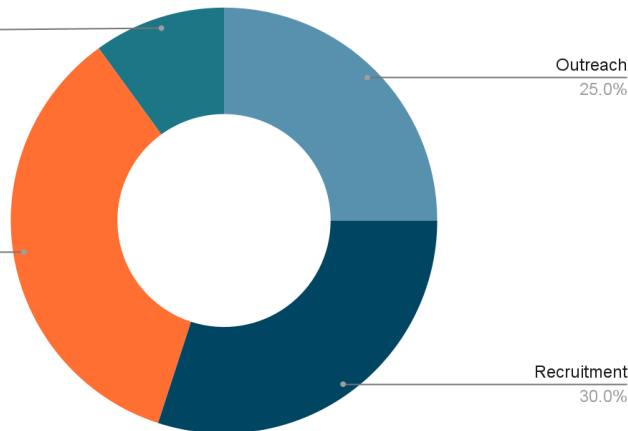
1. **BUILD** positive and trusting relationships with members of the community, key individuals, and other organizations
2. **ENCOURAGE** meaningful and reciprocal engagement with community members
3. **PARTNER** with neighborhood schools, institutions, and communities
4. **REPRESENT** Convivir, often speaking publicly to share our vision and services with local immigrants and refugees

A Week in the Life

Time Breakdown

Collaboration
10.0%

Retention
35.0%



Collaboration: internal strategizing

Outreach: flyering, tabling, networking

Recruitment: parent 1:1s, family advising meetings

Retention: ongoing communication, community wide events

Required Skills or Abilities:

- Must speak Vietnamese and be able to understand verbal direction in English
- Excellent verbal communication skills
- Ability to work well as part of a team
- Ability to travel across Denver and/or Aurora for community events
- Can lift up to 10 pounds of weight (e.g. materials at tabling events)

Preferred, but NOT Required, Skills or Abilities:

- Written and verbal communication in English
- Experience in community engagement
- Well-connected to families in Denver and/or Aurora

Interested and Ready to Take the Next Steps?

We will accept applications via this [Google form](#) on a **rolling basis**. If you have a question not answered in our FAQ, please email hr@convivircolorado.org.

Frequently Asked Questions

1. **Who is an ideal candidate?**

Someone who lives in Aurora or Denver given that they'll be traveling to local events.

Someone who has proximity to migration given that they'll be engaging with immigrants and refugees.

Someone who has a maternal perspective given that they'll be communicating with our students' parents, usually the mothers.

2. **What does hybrid mean?**

On your own, in the Aurora and Denver community, or in the office at 3264 Larimer Street.