Since 1990, the “I Have A Dream” Foundation of Boulder County has helped nearly 1,000 children from low-income areas (Dreamer Scholars) achieve their education and career goals by providing long-term personal and academic support, tutoring, mentoring and four-year tuition-assistance scholarships to each graduating student. The organization sponsors entire groups of students from elementary schools, or from low-income public housing sites, and works with these children and families through high school and through college or post-secondary education. Currently, there are 11 “I Have A Dream” classes in Boulder County, in Boulder, Longmont, Lafayette and Frederick. The program follows the national model established in New York in 1981 by founder, Eugene Lang. Since then, 180 projects nationwide have helped more than 17,000 students. For more information go to www.ihaveadreamboulder.org

GENERAL PURPOSE: The College and Career Department develops age-appropriate programming and acts as a liaison between program sites and various local entities to provide targeted lessons, workshops, experiences, and other resources to Dreamer Scholars and their families, and provides postsecondary persistence support for college-age students. The Director of College and Career Programs will collaborate with the Senior Director of Post-Secondary Programs, Program Directors, AmeriCorps members and Volunteer Department staff to ensure aligned and effective programming, and provide oversight, input, and analysis for program-related reporting. The Director will also build and maintain strong relationships with post-secondary Dreamer Scholars, support pre-collegiate efforts, and manage scholarship distribution and strategic partnerships with both career and college stakeholders. This position supervises two full-time AmeriCorps members. Position is full-time exempt and reports to the Senior Director of Post-Secondary Programs.

PRIMARY RESPONSIBILITIES

- Provide guidance and career planning expertise (whole-student case management) for alumni Dreamer Scholars and partner students as they pursue postsecondary options; and connect them to campus and career resources
- Lead the Building the Dream Internship Program: Recruit, train, and support internship hosts; coordinate Career Readiness BootCamp and internship matching process; plan professional development workshops and closing ceremonies
- Create a career exploration pipeline, including ICAP and career assessments, job shadows and career tours.
- Coordinate applications and fund disbursements for the “I Have A Dream” scholarship and scholarships provided through the Colorado Opportunity Scholarship Initiative
- Maintain careful records of all postsecondary Dreamer Scholars, including current education/career status
- Lead and oversee the CU Pre-Collegiate and FrontRange Program partnership, including student recruitment, applications, and planning and implementation of the on-campus two-week residential program
- Lead and oversee Saturday Academy college preparation workshops for students and families/caregivers
- Coordinate standardized test preparation and college application workshops (for Scholars and families/caregivers)

QUALIFICATIONS

- Bachelor’s degree in education, social work, human services or related field
- Minimum three years of experience in education (higher education preferred) and program development with low-income youth
- Bilingual Spanish a plus
- Car and driver's license required
- Passion for meeting students where they are, and encouraging their postsecondary success
- Must be willing to attend evening and weekend events, and to travel several times a year to attend conferences and other meetings
Good sense of humor
Passion for educational equity

KNOWLEDGE SKILLS AND ABILITIES
Skilled in holistic case management, specifically in supporting historically underrepresented students in navigating higher education contexts
Understanding of DACA and financial aid resources for diverse communities
Strong organizational skills: Facilitating campus tours, residential programming, and scholarship management
Competency in K-12 and postsecondary education access and retention issues
Knowledge of financial aid resources, including scholarships and grants
Knowledge of college entrance exams, essays, and common applications for different levels of postsecondary admissions
Proven ability to take initiative and successfully manage projects and programs
Proficiency with Microsoft Office, Excel, Word, social media, and web-based databases
Experience collaborating with other agencies
Excellent organizational, analytical, written, oral and interpersonal communication skills
Desire to nurture and expand current program efforts with community outreach and strategic partnerships
Desire to work on a collaborative team

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:
Ability to travel to and from meetings and appointments, and to out-of-state conferences
Some weekend and evening hours required
Ability to lift and carry 25 lbs

COMPENSATION:
Competitive salary, commensurate with experience
Employer pays 75% of employee premium for medical and dental insurance
Employer paid life and short-term disability insurance
Flexible Spending Benefit Plan
403b retirement plan (employer contributes 3% of annual salary)
15 days of accrued vacation, 10 days of sick and 11 holidays

APPLICATION PROCESS:
Using “Director of College and Career Programs”, please e-mail a cover letter, resume and salary requirements to: hr@ihaveadreamboulder.org. No phone calls please.

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