



## **ROCKY MOUNTAIN WELCOME CENTER JOB DESCRIPTION**

**POSITION TITLE:** Youth Programs Specialist  
**REPORTING RELATIONSHIP:** Youth Programs Coordinator  
**STATUS:** \$24/hourly, PT 20-25 hours per week

**POSITION OBJECTIVE:** The Rocky Mountain Welcome Center seeks a passionate Youth Specialist to oversee RMWC's Girls Rule the World project serving immigrant and refugee young women. The Youth Program Specialist will be responsible for a variety of duties related to the effective implementation of and evaluation of program activities.

Top candidates will be driven by the idea of working with immigrant and refugee youth, have an outstanding work ethic, and have the maturity to both manage confidential and/or sensitive information and oversee significant projects.

### **QUALIFICATIONS**

1. Bachelor's Degree with 2+ years of experience working with youth or young adults.
2. Excellent computer skills--Microsoft Office Suite (Word/Excel), Google Drive
3. Excellent interpersonal and communication skills and ability to work in a multicultural setting.
4. Passionate about youth development and success.
5. Experience working on grant-funded projects, program development and grant writing a plus.
6. Applicants must be goal-driven and sharp, with a track record of exercising independent judgment and discretion to solve problems.
7. Bi-lingual, refugee or immigrant applicants preferred.
8. Must be legally eligible for employment in the U.S.

### **POSITION RESPONSIBILITIES**

1. Coordinate program implementation of Girls Rule the World at 1-2 sites per week for 10 week cohorts.
2. Conduct targeted outreach for recruitment of youth applicants and promotion of RMWC youth programs. Including but not limited to: person-to-person, cold calls, emails, attending outreach events, active participation in networking groups, social media, etc.
3. Assist with the development of marketing and recruitment materials and strategies.
4. Manage, coach and support Group Leaders to implement programming.

5. Lead the development of evidence based evaluation
6. Ensure evaluation processes are carried out by GL and participants.
7. Implement COVID protocol processes at all group activity locations.
8. Teach classes as back-up for Group Leaders in case of absence.
9. Plan, implement and update RMWC GRW curriculums as needed.
10. Assist with planning and implementing activities with youth participants including civic engagement, volunteer activities and field trips/outings across the Denver metro area.
11. Document services in RMWC database ensuring accuracy, integrity and confidentiality.
12. Oversee data entry as organization upgrades from paper to electronic records
13. Support management team with writing reports, program updates and impact statements as needed.
14. Provide support to youth through referral services to CARE Team.
15. Assist with volunteer recruitment, coordination, and recognition of volunteers for Youth Programs.
16. Market, recruit and promote activities to potential participants utilizing traditional methods such as person-to-person and phone calls, as well as social media outreach and marketing.
17. Support Executive staff with social media activities.
18. Perform other duties as assigned.

### **General Job Duties:**

1. Ability to adhere to RMWC's Confidentiality Policy and work with the Agency Mission and Statement of Values.
2. Ability to communicate effectively to small and large diverse groups.
3. Ability to handle confidential information and interact tactfully with employees at all levels concerning sensitive issues.
4. Ability to respond appropriately to the cultural differences present among the organization's service population and staff.
5. Awareness of and comfort with various ethnic and social backgrounds, beliefs and values.
6. Ability to complete all requisite paperwork, for program and administration.
7. Ability to work as a team member, providing support as well as constructive feedback in interpersonal interactions.
8. Ability to work Saturdays, summers and some evenings as required.

No Phone Calls please. If interested, please submit a resume/C.V and letter of interest [Jobs@rockymountainwelcome.org](mailto:Jobs@rockymountainwelcome.org).

RMWC is an equal opportunity employer and encourages applications from immigrant or refugee backgrounds, older adults or disabled individuals.