

ROLE DESCRIPTION

Position Title: Colorado Springs Promise Coordinator-Full time	
Reports to: Executive Director, COS Promise	
Location: Pikes Peak United Way - Main Office	Division: Community Impact
<p>General Functions: The Colorado Springs Promise Coordinator is responsible for working with the Executive Director of the Promise and collaborating with PPUW staff to accomplish the goals and actions expected of his or her work group—all in alignment with PPUW’s vision: Through strengthened collaboration, PPUW achieves measurable improvements in education, income stability, and health for the residents of El Paso and Teller Counties.</p> <p>This position is responsible for developing relationships to support increased high school graduation rates throughout the region, working with the Executive Director and Advisory Board on executing effective programing; work with school district personnel to identify students who would benefit from the program and help place the students in the proper program; and will access community assets on specific aspects of the program including: trauma, life design, career, life skills, and champions program.</p>	

CORE COMPETENCIES for ALL UNITED WAY PROFESSIONALS:

- **Mission Focused** – Communicates effectively and with passion “the story” of the organization’s work to engage and energize donors, volunteers, advocates, and all other constituents in the community.
- **Relationship Oriented** – understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator** – understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven** – dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward** – understands his/her role in growing and protecting the reputation and results of the greater network.

ESSENTIAL FUNCTIONS

- Work with identified students to connect them with programs that motivate and assist them in graduating
- Expand to pipeline schools to grow impact
- Work with partner agencies and institutions to leverage opportunity
- Develop community programming to increase attendance and graduation rates at partnering high schools
- Build relationships and partner with community to ensure success
- Coordinate with community partners to ensure progress toward goals and outcomes are measured
- Collaborate with other staff to ensure seamless delivery of programming
- Analyze data and report on trends
- Research root cause issues
- Listen to the community to assess need and develop solutions
- Sets annual goals in alignment with department goals, and works with his or her leader to develop work plans to accomplish these goals. This individual values the disciplines of performance measurement, and uses disciplined high-accountability approaches to accomplish goals.
- Participate on cross-functional teams and committees to contribute to broader organizational outcomes.

JOB QUALIFICATIONS:

- Knowledge of public education policy and culture
- Effective public speaking skills
- Strong work ethic with emphasis on integrity and accountability
- High energy, results oriented
- Excellent interpersonal, leadership, organizational and communication skills
- Strong verbal and written communication skills
- Willing to learn new skills and gain knowledge in a fast paced environment
- Must be able to manage a variety of tasks in a highly organized and efficient manner
- Ability to prioritize and be flexible due to competing demands
- Reliability to complete required tasks in a prompt, effective and efficient manner
- Strong computer and analytical skills; previous database experience helpful

- Great attention to detail and quality of work
- Professional demeanor and appearance
- Bachelor's Degree in human service or education related field required
- Bilingual preferred

To Apply please submit Resume and cover letter to Kim@ppunitedway.org