



MINDS MATTER

COLORADO

Share your passion for cultivating relationships and connecting young people and volunteers to opportunities by helping scale a proven model across Colorado.

Are you our next Program Associate who:

- ✓ Loves to connect with people and gets excited about building relationships with high school students and adults alike?
- ✓ Gets excited by the prospect of working on a team to grow a youth-serving organization in Colorado?
- ✓ Believes in the power of mentorship and the value of a college education?
- ✓ Enjoys deepening and strengthening relationships with community organizations, educators, families and young people?

About Minds Matter Colorado

Our Mission

Minds Matter connects driven and determined students from low-income families with the people, preparation, and possibilities to succeed in college, create their future, and change the world. To learn more visit our website: www.mindsmatterco.org

Our Long-Term Vision

Provide access to Minds Matter to every student corner-to-corner across Colorado.

Our Service

The Minds Matter programming model includes the following to all students at no cost:

- **People:** Intensive mentorship (each student builds relationships with two Mentors for three years),
- **Preparation:** Rigorous after-school college-readiness programming, and
- **Possibilities:** Attendance at summer experiences on college campuses (after 10th and 11th grades).

MMCO has graduated 200+ students in its 18 years, with **100% success in helping every single graduate earn acceptance to college with scholarships.**

Apply here: <https://rebrand.ly/MMCO-Program-Associate-Application>

PROGRAM ASSOCIATE

ABOUT THE ROLE

At a time of strategic growth, **the Program Associate** will quickly learn our culture, build out our people recruitment work, and cultivate partnerships to support our growth.

Joining an organization in growth mode, the Program Associate will work alongside talented staff and dedicated volunteers to make a significant impact on Minds Matter's capacity to work with students corner-to-corner across Colorado. Specifically, the Program Associate will :

Implement Mentee and Volunteer Recruitment Plans to grow the overall impact of the organization across 4 regions

- + Build relationships with high school staff members and community partners to create a broader network of trusted adults who recommend students to apply to MMCO
- + Serve as liaison to community organizations and corporate partners to coordinate and host mentor information sessions and related recruitment activities
- + Manage student and volunteer interview processes, including guiding volunteer interviewers and coordinating schedule and logistics

Serve as the staff coordinator for student summer programs

- + Serve as point person for volunteer-run Summer Programs team, helping to create clarity in the summer program research, application, and enrollment process
- + Support Summer Programs team with coordinating summer program travel
- + Build relationships with Colorado-based summer programs to support strong customer service with open communication during the application and enrollment process

Serve as a collaborative team member and champion for Minds Matter's mission and values

- + Contribute to a full team effort during busy times across staff to collectively support one another and the organization
- + Play an active role in engaging in Minds Matter's diversity, equity, and inclusion work, modeling a commitment to active and ongoing learning, understanding one's own identity, power, and privilege, and acknowledging the intersectional identities of students, staff, and volunteers.

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Competencies & Experience

You can expect **us** to live up to the MMCO Values. In addition to living up to our Values, we're looking for **you** to be:

People-Driven

- You have high expectations
- You love radical candor and seek feedback to grow
- You're driven to provide best-in-class customer service to students, volunteers and community stakeholders

Greenfield

- You're excited to join a team and confident working independently
- You prefer to work without bureaucracy
- You'll ask questions to understand what students, volunteers and community stakeholders need

Entrepreneurial

- You're a smart, strategic thinker
- You connect dots
- You thrive in a fast-paced environment
- You get stuff done

Focused on Learning

- You never stop learning
- You know the details matter

Committed to Anti-Racism

- You approach relationships with a deep appreciation for the assets of the community of young people and families we work with
- You guide potential volunteers through modeling anti-racist language and approaches to community-based work

You have experience building relationships and are energized to bring your ideas and thoughtfulness to Minds Matter Colorado.

TIME COMMITMENT

This is a full-time role, with flexibility required to meet after traditional work hours (including occasionally supporting Monday night sessions from Sept-May) and coordinate volunteer committees who work full-time elsewhere.

LOCATION

This role is hybrid; most of the team works from home 75% of the time. The Program Associate will need to be in Denver at a minimum of twice per month for team meetings, in addition to occasional Denver-based special events. MMCO does maintain office space in Denver and desk space will be available. Additionally, the Program Associate will travel within all of our regions, including Denver, Aurora, Colorado Springs and Fort Collins, for student and volunteer recruitment activities.

COMPENSATION

Minds Matter Colorado offers an incredible opportunity to grow in the education and non-profit management space with compensation that includes:

- Base salary between \$51,000 - 55,000

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- Flexible work schedule with *unlimited PTO*
- Monthly cell phone contribution
- Monthly contribution to healthcare insurance, if not insured through family member
- Monthly contribution to retirement plan with 4% matching

Minds Matter Colorado is an equal opportunity employer and is deeply committed to diversity, equity, and inclusion. We encourage applications from those who identify as people of color and/or as first-generation college graduates.

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