



ABOUT MINDS MATTER COLORADO

Since 2004, Minds Matter Colorado has connected driven and determined students from low-income backgrounds with the people, preparation, and possibilities to succeed in college, create their future, and change the world. Our three-year program, beginning in the tenth grade, provides wrap-around services, including 2:2 mentoring with dedicated volunteers, one-on-one college and career coaching, weekly college readiness, career exploration, and social emotional skills curriculum, enrollment in pre-collegiate summer programs at top-tier postsecondary institutions, guaranteed acceptance into college through strategic higher education partnerships, and scholarship support.

For 22 years, 100% of Minds Matter Colorado graduates have gained admission to a 4-year college or university with scholarships to pay for it.

Our Mission & Vision

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.

Bridging the gap between potential and opportunity, Minds Matter Colorado empowers our students to thrive at the college of their choice, graduate with purpose, and launch fulfilling careers that enable upward economic mobility.

Our Program

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

- **People:** Intensive mentorship
- **Preparation:** Rigorous after-school college-readiness programming, and
- **Possibilities:** Attendance at summer experiences on college campuses

ABOUT THE ROLE

Reporting to the Director of Programs, the Program Manager (PM) will support a high-performing organization with a proven model for college and career success. Minds Matter Colorado works with over 100 students, 19 partner high schools, and nearly 200 volunteers. Joining an organization in growth mode, the Program Manager will work alongside talented staff and dedicated volunteers to make a significant impact on Minds Matter Colorado's capacity to work with students across the Denver region and will help develop programming as we embark on our next 3 year strategic vision. Our small-but-mighty staff of five leads & supports nearly 200 active volunteers to bring programming to life. Specifically, the Program Manager will:

Student Recruitment

- Execute student recruitment and program plans to stabilize and grow the overall impact of the program and organization
- Coordinate the student recruitment process and initiatives, including outreach, school informational sessions, application management, interviews, and acceptance processes
- Lead post-acceptance onboarding for students, including account setup, communications, and completion of onboarding checklists
- Coordinate and implement onboarding sessions for new sophomores and juniors, ensuring smooth integration into the program

Program Planning and Implementation

- Manage logistics and implementation of Monday night programming for sophomore and junior cohorts, including session scheduling, site setup, attendance tracking, and follow-up
- With support from the Director of Programs, manage the sophomore and junior grade programs, including key milestones, data tracking, student wellness, and volunteer coordination
- Serve as the staff manager for Summer Program processes, including managing summer program curriculum and supporting travel coordination
- Support Volunteer Team Leaders in Summer Programs and sophomore/junior sessions by providing guidance, materials, and content alignment; collaborate with Program Manager for overall supervision and performance management
- Actively monitor student engagement, readiness, and advocacy needs for sophomore and junior cohorts, including pulling and analyzing exit survey data, tracking follow-up actions, and entering advocacy meeting notes into Salesforce
- Provide direct support for mentor/mentee relationships in assigned cohorts by responding to questions, addressing issues flagged through exit surveys or program staff, and escalating concerns to the Director of Programs as needed
- Support volunteer recruitment initiatives as needed in partnership with the Programs team

Training and Implementation Support

- Lead student training and orientation for new sophomores and juniors, including program orientation, curriculum familiarization, and program readiness supports
- Provide proactive support for mentors and students in assigned cohorts, including targeted communication, guidance, and training in collaboration with Program Manager and the Director of Programs
- Provide weekly curriculum and facilitation support to program participants and volunteer leaders, including distributing information and materials for each session and answering questions about implementation
- Maintain and review HUB/LMS access for student and mentor curriculum in assigned cohorts, ensuring content is accurate, accessible, and up to date
- Review training and support content regularly, collect feedback, and share insights and improvement recommendations with the Director of Programs

Partnership Engagement and Management

- Build relationships with school staff/community partners to create a network of trusted adults who recommend students apply to MMCO
- Strengthen partnerships and relationships with schools through outreach, engagement, community networking, etc.
- Build and maintain relationships with collegiate summer programs to enhance student opportunities
- Refer strategic partnership or expansion opportunities to the Director of Programs for organizational alignment and coordination

Organizational Commitment, Time, and Location

- Contribute to a full team effort during busy times across staff to collectively support one another and the organization
- We anticipate this involving 40 hours/week, with flexibility required to meet after-work (including Monday night sessions from Sept-May) and coordinate volunteers who work full-time elsewhere
- This role is hybrid regarding day-to-day work, as program staff work from home ~60% of the time. The Program Manager will need to be in Denver a minimum of 2x per week for team meetings and Monday-night programming. MMCO does maintain office space in Denver and desk space is available
- Additionally, the Program Manager may travel within the Denver Metro Area for programming and recruitment activities, particularly during the recruitment cycle

YOUR COMPETENCIES & EXPERIENCE

- Bachelor's degree required
- Access to reliable transportation for Denver-area travel required
- 3 - 5 years experience in program coordination, program management, student support, and/or college-access
- You're excited to join a small team and are confident working independently
- You approach relationships with a deep appreciation for the assets of the community you're working within
- Demonstrated ability to build and maintain relationships, ideally with both youth and adults
- You have strong attention to detail and are energized to organize
- You thrive in a fast-paced environment and you get stuff done

TIME COMMITMENT

We anticipate this involving 40 hours/week, with flexibility required to meet after-work (including Monday night sessions from Sept-May) and coordinate volunteers who work full-time elsewhere.

LOCATION

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Additionally, the Program Manager may travel within the Denver Metro Area for programming and recruitment activities, particularly during the Spring student recruitment cycle.

COMPENSATION

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

- Base salary of \$65,000
- Flexible work schedule with *unlimited PTO*
- Monthly cell phone contribution of \$50
- Health, vision, dental insurance
- Monthly contribution to retirement plan with up to 4% matching

HOW TO APPLY

If you're interested in applying, please visit [this link](#) and complete the application in lieu of a cover letter. To complete, have an updated resume ready for upload. For confidential inquiries or assistance in completing the application, please contact Brad Reubendale brad@mindsmatterco.org.

Minds Matter Colorado is an Equal Opportunity Employer committed to sustaining a diverse community with a work environment that is welcoming, respectful, and encouraging to all. We foster a culture of inclusion that celebrates and cultivates diversity along multiple dimensions, including race, ethnicity, sex, gender identity, gender expression, sexual orientation, out-of-home care, age, national origin, socioeconomic status, religion, ability, culture, and experience. We encourage applications from those who identify as people of color and/or as first-generation college graduates.