



## Position Announcement

**Position:** Bilingual Engagement Officer

**Primary Location:** 5408 Idylwild Trail, Boulder, CO 80301

**Reports To:** Chief Executive Officer

**Position Status:** 40 hours per week, Exempt.

Desired Start date: 4/01/24

Tentative Hiring Timeline:

February 8<sup>th</sup> – March 15<sup>th</sup> Applications accepted

Interviews process begins March 15<sup>th</sup>

**About the Organization:** Voices for Children (VFC) builds a healthier community by delivering services, support, and advocacy to children who have experienced trauma. More than 2,500 children experience abuse and neglect each year in Boulder County, and over 200 are removed from their homes and placed in foster care. These children are faced with a difficult path complicated by the physical, psychological, and emotional trauma they have experienced. Additionally, there exists a significant racial disproportionality in the child welfare system. Despite Boulder County residents being 77% white, children of color make up 51% of the children in the system who have experienced abuse and neglect. Voices for Children understands its responsibility to support our children who face unequal treatment and help them navigate an inequitable society.

**Position Summary:** Voices for Children is looking to expand our team by hiring a Bilingual Engagement Officer. You will play a crucial role in fostering meaningful connections between our organization and the community we serve. You will be instrumental in creating awareness and connections by overseeing the outreach program. You will be responsible for fostering new relationships and enhancing existing partnerships, recruiting CASA (Court Appointed Special Advocates) volunteers, and strengthening our ties with diverse stakeholders, all of which align with our strategic priority of deepening community connections.

### Key Responsibilities:

- **Community Outreach:** Develop and implement an annual outreach strategy to reach and engage with the local community, including coordinating and attending events, and working with the Development Officer to create awareness campaigns.
- **Partnership Development:** Cultivate and maintain relationships with community organizations, businesses, and individuals to create collaborative initiatives that support the mission of Voices for Children.

- **Volunteer Recruitment:** Collaborate with the Program Officer to attract and onboard dedicated individuals interested in becoming CASA volunteers. Meet strategic plan goals by recruiting a diverse group of volunteers across the 20<sup>th</sup> Judicial District that reflects the demographics of the children we serve.
- **Public Relations:** Act as a representative for the organization and represent Voices for Children at community events.
- **Event Coordination:** Plan and execute events to raise awareness and celebrate achievements of volunteers. Coordinate with the program and development team to assist with annual galas, community events, and volunteer appreciation events.
- **Data Management:** Maintain accurate records of community engagement activities, volunteer recruitment, and partnership development. Use data to assess the effectiveness of strategies and make informed recommendations for improvement.

#### **Qualifications:**

- Bachelor's degree in a related field (e.g., Communications, Social Work, Nonprofit Management) or equivalent experience in community engagement, outreach, or public relations.
- 5-7 years of related professional experience.
- Bilingual skills (English and Spanish) required.
- Excellent public speaking and written/oral communication skills.
- Engaging team player with an ability to work with diverse groups of people and alone in minimally supervised situations.
- Strong organizational and project management abilities.
- Ability to drive in and around Boulder County as needed.
- Flexible schedule and ability to work evenings and weeks, as needed.
- Passion for child advocacy and a commitment to the mission of Voices for Children.

#### **Compensation and Benefits:**

- The compensation range is between \$59,000-\$64,500 annually
- Flexible schedule with one day/week working from home
- Up to four weeks of paid time off per year
- SIMPLE IRA with 3% employer matching
- Employer contribution to group health and supplemental insurances plan

#### **How to Apply:**

Complete all application components as described below and email them to [admin@bouldervfc.org](mailto:admin@bouldervfc.org) with Engagement Officer in the subject line. No phone inquiries, please. Incomplete applications will not be considered.

1. Cover letter summarizing your qualifications for this position and tell us how your personal and professional experience would help support our mission.
2. Resume/CV
3. Three professional references

All final candidates must undergo a criminal background check prior to hiring in compliance with the Colorado Department of Human Services.

Voices for Children is an equal opportunity employer, and our policy is to afford equal employment opportunities to all persons regardless of race, creed, color, religion, gender, national, social, or ethnic origin, age, physical condition, marital status, disability, veteran status, or sexual orientation. Our employees and applicants will not be subject to sexual, racial, religious, or any other form of unlawful harassment or discrimination.

Every child deserves a safe, nurturing environment where they can thrive. Voices for Children recognizes the need to intentionally foster a diverse, equitable, and inclusive environment to strengthen the staff, better serve the community, and remain mission-aligned.

The organization is committed to DEI, a strategic priority that touches all aspects of the organization. Creating clear actions, measurements, and understanding is the basis of a strong plan.

The organization sets out to intentionally create and foster diversity, equity, inclusion, and belonging within the organization and across stakeholders by:

- Engaging in intentional learning through training, facilitated discussions, and self-exploration.
- Recruiting, retaining, and supporting a more diverse staff and volunteer group.
- Promoting and supporting inclusive practices, trainings, and professional development.
- Implement survey that assesses for inclusion and self-assesses for cultural competencies annually.