

# Sustainable Expansion Specialist, Western Slope

## Scope of Work

The Sustainable Expansion Specialist will play a pivotal role in expanding Junior Achievement of Southern Colorado's reach and impact across the Western Slope, focusing specifically on Garfield, Delta, and Mesa Counties, while also exploring new opportunities in the region. This role will involve strategic planning, relationship building, and community engagement to ensure the successful implementation and sustainable growth of our programs. By developing and implementing initiatives aimed at alleviating poverty, the Specialist will work to create lasting economic opportunities and improve educational outcomes. Reporting to the District Manager of the Roaring Fork Valley office, the Specialist will collaborate closely with educational partners, community organizations, and stakeholders to foster a robust ecosystem for Junior Achievement's anti-poverty initiatives.

## Responsibilities

- **Educational Partnership Development:** Initiate and nurture partnerships with schools, school districts, and educational organizations to promote engagement with Junior Achievement of Southern Colorado's initiatives. Focus on schools serving low-income communities to ensure equitable access to our programs.
- **Educator Training and Support:** Organize and conduct training sessions for educators and school administrators on implementing the developed curriculum and integrating Junior Achievement's programs into their teaching. Provide ongoing support, resources, and tools to facilitate the successful adoption of the curriculum.
- **Capacity Building for Sustainability:** Work with educational partners to build their capacity for sustainable program implementation. Develop strategies for resource allocation, teacher training, and program evaluation to ensure initiatives can be maintained and scaled, reducing dependency on direct involvement from Junior Achievement when appropriate.
- **Outcomes Measurement and Evaluation:** Develop and implement evaluation frameworks to measure the educational and anti-poverty outcomes of Junior Achievement's programs. Collect and analyze data to assess program effectiveness, inform future programming, and demonstrate impact to stakeholders and funders.
- **Stakeholder Engagement and Reporting:** Engage with a broad range of stakeholders, including educators, parents, and community leaders, to promote the value of Junior Achievement's educational and anti-poverty initiatives. Prepare and disseminate reports showcasing program successes, lessons learned, and the impact on educational outcomes.

**- JA Ambassador and Community Engagement:** Participate in community and educational forums to raise awareness of Junior Achievement's work and its benefits to low-income communities.

**- Collaboration with Program Teams:** Work closely with other program teams within Junior Achievement to ensure a cohesive approach to community engagement and to leverage synergies between educational programs and other organizational initiatives.

### **Skills and Qualities for Success**

Candidates should possess the following skills and qualities to ensure a successful year of service:

**1. Strong Communication Skills:** Effective oral and written communication abilities to engage with diverse stakeholders.

**2. Organizational Skills:** Excellent time management and ability to handle multiple tasks efficiently.

**3. Community Engagement:** Experience in community outreach, volunteer management, or partnership development.

**4. Adaptability and Problem-Solving:** Ability to adapt to changing circumstances and find creative solutions to challenges.

**5. Passion for Education and Poverty Alleviation:** A demonstrated commitment to improving educational outcomes and reducing poverty.

**6. Data Management and Analysis:** Proficiency in using data management tools (e.g., Microsoft Excel, Google Sheets) to collect, analyze, and report data accurately.

**7. Grant Writing and Fundraising:** Experience in researching, writing, and managing grants, as well as developing and executing fundraising campaigns.

**8. Project Management:** Ability to use project management tools to plan, track, and manage project activities and timelines.

**9. Digital Literacy:** Proficiency in using digital tools and platforms (e.g., Microsoft Office Suite, Google Workspace, CRM systems) for communication, collaboration, and documentation.

**10. Public Speaking and Presentation Skills:** Ability to deliver engaging presentations and training sessions to diverse audiences, including educators, volunteers, and community members.

## Reasonable Accommodations

Junior Achievement of Southern Colorado is committed to providing reasonable accommodations for members with disabilities. Our approach includes:

- 1. Accessibility Assessments:** Conducting assessments of our workspaces to ensure they are accessible.
- 2. Individualized Accommodation Plans:** Working with members to create tailored accommodation plans that meet their specific needs.
- 3. Assistive Technology:** Providing necessary assistive technologies and tools to support members in their roles.
- 4. Flexible Work Arrangements:** Offering flexible work schedules and locations as needed to accommodate members' needs.

## Service-Related Transportation Needs

- **Private Vehicle Use:** Some positions may require members to have access to a privately owned vehicle due to the geographic spread of our service area, particularly for roles like the Sustainable Expansion Specialist. For positions in urban areas like Colorado Springs, public transit options are available.
- **Travel Distance and Reimbursement:** We reimburse service-related travel expenses following AmeriCorps guidelines, covering mileage, tolls, and parking fees.

## Additional Incentives

While our primary focus is on providing a supportive work environment, we also offer:

- **Housing Assistance:** Limited housing assistance for members, particularly those relocating for service. This assistance aligns with AmeriCorps VISTA regulations.
- **Professional Development:** Opportunities for professional growth through workshops, webinars, and local conferences. JA USA provides robust development opportunities, weekly or biweekly webinars, and a dynamic network of professional contacts to help JA staff grow as professionals.

## Orientation and Ongoing Training

- **Initial Orientation:** Members will undergo an initial orientation that includes shadowing staff, meeting community leaders, and training on office procedures. This orientation will cover:

- Overview of Junior Achievement's mission and programs
- Introduction to key stakeholders and community partners
- Training on data management systems and reporting requirements
- Office protocols and administrative procedures

- **Ongoing Training:** Throughout their service, members will have access to:

- **Technical Assistance:** Regular workshops on topics like volunteer management, community engagement, and grant writing.
- **Conferences and Seminars:** Participation in local and national conferences relevant to their roles, with prior approval from the AmeriCorps Region Office for out-of-state events.
- **Mentorship Programs:** Pairing with experienced staff or AmeriCorps alumni for guidance and support.

## Telework Opportunities

Junior Achievement of Southern Colorado is equipped to support teleservice for members:

- **Telework Policy:** We have a robust telework policy in place, allowing for flexible remote work arrangements as needed.
- **Technology Access:** Members will be provided with necessary equipment such as laptops, internet access, and collaboration tools (e.g., Zoom, Microsoft Teams) to facilitate remote work.
- **Remote Assignments:** Assignments that can be completed remotely include data analysis, report writing, and virtual community outreach.