



COLORADO YOUTH
FOR A CHANGE
youthforachange.org

Development and Database VISTA

REPORTS TO: Senior Director of Development and Communications

Organization Overview: Colorado Youth for a Change (CYC) is an educational nonprofit organization that has made significant strides in reducing the dropout rate in Colorado since its inception in 2005, using collaboration with school districts and community agencies to achieve its mission. From serving 55 students in 2005 to 2,700 in 2020, CYC is at the forefront of statewide efforts to improve educational outcomes for all students, ensuring that they graduate from high school. CYC began by providing reengagement services to out-of-school youth and has evolved to also provide in-school dropout prevention services (Corps for a Change, Reading Corps, and Math Corps) to PreK through high school aged students.

Program & Position Summary: In order to grow as an organization that helps to keep students on track and engaged toward graduation, the Colorado Youth for a Change VISTA will develop processes across all programs to track and better leverage school, district, and community partners (the organization currently partner with 33 Colorado districts). Salesforce will be the primary system used to collect data and streamline communication both internally and externally. This VISTA position will also develop sustainable systems for community partnerships, which include assessing current partnerships in the organization and tracking details by organization to build a more robust view of community partnerships that are mutually-beneficial and sustainable over time.

Essential Functions

Develop processes and training across all programs to better track and leverage school, district, and community partnerships.

Partner with Senior Leadership team to understand current Salesforce system and assess relationship tracking needs for organizational growth (with focus primarily on schools and districts).

Create and implement process of connecting Colorado Youth for a Change partner schools with internal team members and programs in Salesforce to streamline data collection (including geographic needs) and external communication.

Develop process to track prospective partners in Salesforce and use their interests to customize communications year-round in order to build capacity to partner with more entities and serve more students.

Build and deliver training to increase sustainability, with different modules, that is specific to programmatic personnel and their tracking of relationships in Salesforce.

Collaborate with staff across programs to take an inventory of all community partnerships and support customized communication based on interests, location, and purpose.

Increase community partner list to meet continuum of needs of development and programmatic teams, as well as students, within Colorado Youth for a Change. This includes districts, schools, nonprofits, government entities, foundations, higher education institutes, and thought leaders within the space of education.

Commitment to Organizational Culture and Values

- Commit to operate within a framework that centers CYC’s organizational values of growth, inclusion, integrity, excellence, and community.
- Contribute to an inclusive and equitable work environment and provide inclusive and equitable services to the community. This includes demonstrating:
 - A commitment to learn and engage in anti-oppression trainings and conversations; including a willingness to unpack personal biases and identities.
 - The ability to put anti-oppression framework into practice within specific role at CYC; including a willingness to interrupt systems of oppression to create more equitable, inclusive environments for staff, AmeriCorps members, and students.
 - The ability to cultivate inclusive and equitable relationships with students, staff, AmeriCorps members, and community members with varied identities and life experiences.
 - A desire to share the organizational responsibility of creating an environment that supports anti-oppression accountability.

Other Duties

- Attend and participate in team meetings and trainings
- Attend relevant community and school meetings
- Perform other duties, responsibilities and special projects as assigned
- Complete required training courses as assigned by CYC

Knowledge, Skills, and Abilities

- Excellent organizational skills and attention to detail and deadlines
- An ability to work independently and remain organized in multiple settings
- Computer skills in Microsoft Word and Excel
- Willingness to learn Customer Relationship Management System of Salesforce
- An ability to “change gears” and work collaboratively with internal staff and external partners

Minimum Qualifications

- High school diploma or equivalent

AmeriCorps VISTA

This position will be filled by an AmeriCorps VISTA member. To qualify for AmeriCorps VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member.

Program Benefits: Childcare assistance if eligible, Choice of Education Award (\$6,095) or End of Service Stipend (\$1,800) upon successful completion of service, Health Coverage, Relocation Assistance, Living Allowance (\$674.66 bi-weekly), Professional Development, Training, Laptop and cellphone to use during your term. Service Term: January 18, 2022-January 17, 2023

Hour Requirement: 40 hours per week