



Learn. Teach. Achieve. Inspiring Today's Students and Tomorrow's Teachers.

COMMUNICATIONS AND PRORAM COORDINATOR

MISSION OF BREAKTHROUGH

The mission of Breakthrough Kent Denver is two-fold: **first**, to increase educational and social opportunities for motivated, financially under-resourced, middle and high school students through a quality year-round program, and **second**, to motivate and train college students for careers in education.

Breakthrough Kent Denver is part of a National Collaborative of Breakthrough programs. We are housed at Kent Denver School but fundraise and implement programs as a separate entity. We are a fun, fast-paced office who work collaboratively to deliver quality programming to our student and aspiring teachers.

OUR GOAL

Our goal is that 100% of our students graduate from top performing high schools and 100% go onto college, and that we train effective teachers and create education advocates.

JOB DESCRIPTION: Communications and Proqram Coordinator

The Communications and Program Coordinator will be responsible for the following: all Breakthrough program and fundraising communications, new student recruitment, and acting as the 7th grade Dean for the Summer Program. Under the umbrella of communications, there are a myriad of tasks and opportunities to be creative and innovative in telling the story of our Breakthrough students and aspiring teachers. This role reports to the Executive Director and works collaboratively with the rest of the Breakthrough team to ensure the programs run smoothly.

Duties and responsibilities for this job include:

Program and Fundraising Communications

- Manage all annual communication updates, including the Annual Report, the website, pictures, and all other one-pagers explaining Breakthrough.
- Design and mail the fall solicitation and summer solicitation.
- Create a monthly newsletter for our constituents and supporters sharing news of our success.
- Manage and update all content on the website.
- Manage all large program communications to our students and families: mailings, telephone calls, emails, etc.
- Assist the Executive Director with communication tasks related to the Annual Gala.
- Manage all social media accounts: Facebook, LinkedIn, Twitter, YouTube, etc.

New Student Recruitment

- Schedule all new student recruitment presentations at Denver and Englewood Public Schools.
- Prepare all materials for recruitment presentations.
- Present the Breakthrough program to sixth grade classes at Denver and Englewood Public Schools.
- Track and organize all new student applications and follow-ups.



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Saturday School

- Assist the program staff with Saturday School implementation.
- Collect content to be used for publicity and communications during Saturday School.

Summer Program

- Act as the 7th Grade Dean for the Summer Program.
- Coordinate and assign all student bus stops for the Summer Program.
- Collect content to be used for publicity and communications during Saturday School.

Desired Qualifications:

- Bachelor's Degree required.
- Experience with Microsoft suite and Adobe suite.
- Minimum two years work experience in education (teaching or administration preferred), communications, and/or experience working with middle and high school students.
- Experience taking pictures and/or a desire to learn how to use new technology and online platforms.
- Passion for education and student achievement.
- Excellent oral and written communication skills.
- Enjoys telling stories and drafting copy for publications.
- Comfortable presenting and advocating for Breakthrough in front of multiple audiences: students, parents, teachers, donors, etc.
- Professional demeanor, positive spirit, growth mindset, diplomacy, empathy, strong interpersonal skills.
- Willingness to be silly and fun in pursuit of helping create a strong Breakthrough community.

Work Hours and Expectations:

This position is a full-time, year-round position. This position also receives benefit, sick-days, and vacation commensurate with other Breakthrough and Kent Denver School staff.

Salary Range: Commensurate with experience

Start Date: June 1st, 2019 (flexible)

To apply, email a cover letter and resume to Sarah Dutcher at sdutcher@kentdenver.org.

For more information about the program, please see our website, www.breakthroughdenver.org, or contact Kyle Bobrick, Director of Communications, at kbobrick@kentdenver.org.