



## High School Program and Communications Coordinator Job Description 2024-25

<b>DEPARTMENT:</b>	Breakthrough
<b>REPORTS TO:</b>	Breakthrough Executive Director
<b>DIRECT REPORTS:</b>	None
<b>LEVEL:</b>	Specialist 1
<b>WORK HOURS:</b>	Full-Time, 40 Hours a Week (Some late evenings and weekends required)
<b>JOB CATEGORY</b>	Salary

**MISSION OF BREAKTHROUGH:** The mission of Breakthrough at Kent Denver is two-fold: first, to increase educational and social opportunities for, 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 at 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 that works collaboratively to deliver quality programming to our students and aspiring teachers.

**POSITION SUMMARY:** The High School Program and Communications Coordinator plays a dual role in supporting Breakthrough’s mission: providing direct programmatic support to high school students and leading internal and external communications to enhance program visibility and engagement. This position requires strong organizational skills, creativity, and the ability to manage multiple responsibilities simultaneously.

**KEY RESPONSIBILITIES:**

<u>High School Program Responsibilities</u>	50%
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- **Student Support:** Provide academic and personal guidance to 9th-10th grade students, ensuring a smooth transition into high school and progress toward graduation and post-secondary success.
- **Program Execution:** Plan and deliver grade-specific programming, including workshops, leadership opportunities, and academic interventions.
- **Case Management:** Conduct one-on-one casework management for 9th and 10th-grade students to address academic and personal development needs.
- **Collaboration:** Work closely with families, teachers, and counselors to create a comprehensive support network for each student.

<u>Communication Responsibilities</u>	30%
<ul style="list-style-type: none"> <li>● <b>Content Creation:</b> Develop compelling content for newsletters, social media, and the organization’s website to showcase student achievements, program updates, and organizational milestones.</li> <li>● <b>Brand Management:</b> Ensure all communications align with Breakthrough’s branding and mission.</li> <li>● <b>Media Management:</b> Maintain and update the website, manage all social media accounts (e.g., Facebook, LinkedIn, Twitter, YouTube), and organize photo and video content from major programming events.</li> <li>● <b>Community Engagement:</b> Build relationships with alumni, partners, and donors through strategic communications and event promotion.</li> <li>● <b>Development Support:</b> Assist the Executive Director with communication tasks related to development initiatives, including the Annual Gala, and create promotional materials for program events.</li> </ul>	
<u>Summer Program Responsibilities</u>	20%
<ul style="list-style-type: none"> <li>● <b>Behavioral Support:</b> Proactively guiding students in maintaining a positive and respectful learning environment by addressing behavioral issues with care and fairness.</li> <li>● <b>Community Building:</b> Organizing activities and initiatives that strengthen relationships among students, staff, and families to create a cohesive community.</li> <li>● <b>Student Well-being:</b> Serving as a point of contact for students needing additional support, ensuring they feel heard and connected to resources that help them succeed.</li> <li>● <b>Collaboration with Teaching Fellows:</b> Supporting Breakthrough’s young educators in implementing effective classroom management strategies and fostering a strong sense of student engagement.</li> </ul>	

<b>QUALIFICATIONS:</b>	
<ul style="list-style-type: none"> <li>● Bachelor’s degree in education, communications, or related field (or equivalent experience).</li> <li>● At least two years of experience in education, youth development, or communications.</li> <li>● Skilled in Microsoft Office, Adobe Suite, social media, and digital tools.</li> <li>● Willingness to learn website management and camera use (experience a plus).</li> <li>● Conversational Spanish skills (a bonus not required).</li> </ul>	
<b>DESIRED TRAITS:</b>	
<ul style="list-style-type: none"> <li>● Strong writing and content creation skills.</li> <li>● Passionate about education equity and student success.</li> </ul>	

- Creative storyteller with a relatable and engaging style.
- Builds strong relationships with students, families, and partners.
- Professional, adaptable, and great with people.
- Energetic, fun, and committed to creating a positive community.

**Salary range:**

\$54,000 - 64,000 + benefits

**Added Perks:**

Lunch on in-office workdays

1-2 Work from home days a week (during the school year)

Flexible start and end time (during the school year)

**Start Date:**

Flexible Start Date anytime between Feb 1, 2025 - June 1, 2025

**How to Apply:** Email a cover letter and resume to Brooke Brewer at [bbrewer@kentdenver.org](mailto:bbrewer@kentdenver.org) by January 31st, 2025

For more information about the program, please see our website:  
[www.breakthroughdenver.org](http://www.breakthroughdenver.org).