



3805 Marshall Street, Suite 100  
Wheat Ridge, CO 80033  
(P) 303.422.2133  
(F) 303.422.5707  
[www.thefamilytree.org](http://www.thefamilytree.org)

## Job Posting

### Employment and Education Coordinator

#### Organization Overview

The mission of Family Tree is to partner with all people to prevent and overcome the interconnected issues of child abuse, domestic violence and homelessness to promote safety, healing and stability across generations.

As a long standing non-profit human services agency, we are committed to empowering change and transforming the lives of vulnerable populations in our community. We aim to recruit and retain high-quality and diverse team members who share in our commitment and vision to empower people and transform our community through innovative and integrated services. We are also committed to investing in our team i.e., strive to pay a fair wages, offer competitive benefits, provide generous sick and vacation time, offer staff development along with believing each employee's unique qualities and experiences are the core of the organization.

Family Tree strives to value and uplift diverse and marginalized voices, to recognize and address the ways in which oppression impacts the communities with which we work, and to promote inclusion and equity.

#### Job Summary and Responsibilities

The Employment and Education Coordinator provides training and resources to Family Tree staff and program participants in efforts to support program participants in their employment and education goals. In order to assist program participants, the Education and Employment Coordinator will develop and maintain relationships with local workforce centers, apprenticeship programs, employment and other educational programs creating a process for direct referrals. Family Tree provides proven, integrated services that meet the holistic needs of individuals and families and through our impact strategy the Employment and Education Coordinator supports program participants in their financial empowerment as well as their ability to navigate systems. The Employment and Education Coordinator is responsible for maintaining accurate records.

#### Example Activities

- Develop, coordinate and provide ongoing training for Family Tree staff regarding employment and education to Family Tree to able staff to better support their clients' education and employment goals. Training may include resume writing, mock interviews, job search techniques, etc.
- Create and maintain a referral program for local workforce centers, apprenticeship programs, employment and other educational programs.
- May assist program participants with direct educational/vocational referrals.
- Coordinate and host employment and educational trainings and groups for program participants both at on- and off-site locations.
- Maintain, update, and ensure accuracy of Family Tree's internal Employment and Education SharePoint site with education and employment information and resources for all Family Tree Staff.
- Enter documentation and information into Client files, HMIS database, and other respective tracking systems as necessary.
- Maintain accurate records of program participants who obtain permanent employment
- Design and create forms, flyers, and brochures as needed.
- Recognizes, initiates, and leads improvement activities for Family Tree's Employment and Education program

#### Required Skills

- Ability to work effectively with persons from diverse populations
- Ability to identify and assess community resources

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- Ability to guide staff and program participants to navigate resources to help accomplish their goals
- Ability to work from a strengths-based, client-centered, and inclusive approach
- Ability to build positive relationships with staff, program participants, community, and team
- Ability to think critically and make difficult decisions
- Ability to learn quickly, attend to details, and adapt well to change.
- Ability to use computer proficiently, including web-based database platforms (HMIS experience preferred) and Office 365.

**Preferred Education and Experience**

- Lived experience and/or professional experience working with vulnerable populations preferred
- Education in a human service related field (social work, psychology, etc.) preferred
- English/Spanish bilingual skills preferred (with increased pay differential if fluent)

**Job Details**

**Location:** 3805 Marshall Street, Wheat Ridge for office. Field-based work also required.

**Program:** Homelessness Program

**Full/Part time Status:** Full-time

**Hourly Pay Rate:** \$22.10-\$26.52

The base salary range represents the low and high end of Family Tree’s hiring range for this position. Actual salaries will vary depending on factors including but not limited to range of experience, years of experience. The range listed is just one component of Family Tree’s total compensation package for employees.

**Benefits:** Medical, dental, vision, supplemental insurance, retirement plan and retirement plan match, employer paid long-term disability, EAP, wellness program, paid sick and vacation time

**Travel Requirements:** Travel required around the Denver Metro area to attend home visits and off-site meetings.

**Schedule:** Flexible working primarily Monday-Friday and may include some evening hours.

**Working Conditions:**

- This is a blended/hybrid remote/virtual and in-office work arrangement.
- This position may go into homes on occasion that may not be ADA accessible, air-conditioned, etc.
- This position must have access to reliable transportation on a daily basis for home visits and various off-site meetings.

**Equal Opportunities and Accommodations**

Family Tree is committed to building a workplace where inclusion is not only valued, but prioritized. We’re proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Family Tree is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact Human Resources at 303-403.5884, or by email at [dberridge@thefamilytree.org](mailto:dberridge@thefamilytree.org)

**Fair Chance Hiring**

We value diverse experiences, including those who have had prior contact with the criminal legal system. We are committed to providing individuals with criminal records a fair chance at employment.

For more information about Family Tree and other open positions please go to [www.thefamilytree.org/careers](http://www.thefamilytree.org/careers).

To apply for this position or other positions please send your resume to [hrjobs@thefamilytree.org](mailto:hrjobs@thefamilytree.org)



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