



## Circle of Parents Program Manager

Illuminate Colorado is a statewide 501(c)(3) organization working to strengthen families, organizations and communities to prevent child maltreatment.

With a research-based approach that emphasizes building protective factors in families, Illuminate works to address systemic and multi-sector issues affecting the well-being of children, collaborating with partners at the state and national level to develop powerful programs, policies, and initiatives that keep kids safe.

**Role:** The Circle of Parents Program Manager is responsible for overseeing the promotion, development, implementation, and expansion of the Circle of Parents program in Colorado. This position reports to the Director of Family Support and will work closely with all members of the Family Support Team.

### Duties include:

1. Lead the Circle of Parents Colorado Chapter
  - a. Coordinate with National Circle of Parents:
  - b. Obtain/maintain necessary Circle of Parents Facilitator Training of Trainers Certification:
  - c. Ensure adherence to the Circle of Parents model;
  - d. Promote Circle of Parents program model to stakeholders and partners; and
  - e. Ensure timely data submission to National Circle of Parents.
2. Establish, expand, and support local Circle of Parents groups across Colorado with multiple focus areas
  - a. Identify host sites and local partners, conduct readiness assessments, and onboard new groups;
  - b. Provide Facilitator Training, technical assistance, and ongoing support and professional development opportunities for facilitators of Circle of Parents and Children's Circle groups;
  - c. Oversee Illuminate Facilitators and Children's Group Leaders;
  - d. Conduct annual site visits (virtually or in person as appropriate) to ensure adherence to the Circle of Parents model;
  - e. Monitor data collection and evaluation efforts;
  - f. Support outreach, promotion and retention activities with Circle of Parents and Children's Circle groups; and
  - g. Support the implementation and evaluation of the Children's Circle curriculum.
3. Develop, implement, and manage opportunities for parent leadership including

parent leadership training and development.

4. Effectively partner with internal team and external organizations to ensure completion of grant deliverables, expansion and innovation within the program, and implementation of program evaluation plans.

**Skills:**

- Strong written and verbal communication competencies
- Relationship building and management skills
- Ability to prioritize multiple work assignments
- Ability to work independently on projects and meet deadlines
- Excellent decision-making and problem-solving abilities
- Impeccable work ethic, personal integrity, and transparency
- Excellent training and facilitation skills
- Superior adaptability and flexibility
- Fluency in Microsoft Office Suite (Word and Excel), Google Suite, Zoom, and ability to quickly learn other software or technology systems and programs

**Qualifications / Requirements:** Bachelor's Degree in a related field preferred. Knowledge / experience with protective factors, family strengthening, substance use, child maltreatment prevention, professional training, and group facilitation is highly desirable. Equivalent combinations of education and experience will be considered. Individuals with lived experience are encouraged to apply.

Illuminate's office is located in Denver, Colorado, however remote work from within the state of Colorado is an option. Statewide travel to the office, Circle of Parent sites and training locations will be required (when safe and allowable). The Circle of Parents Program Manager must have a reliable form of transportation and a personal cell phone. Flexible schedule to allow for occasional overnight travel and full day or multiple day training facilitation is required.

**Compensation:** This is a full-time position eligible for benefits. Starting salary is negotiable and commensurate with skills and experience in the range of \$50,000 - \$65,000.

Illuminate Colorado offers health and dental benefits as well as participation in a Simple IRA, EAP, and Life Insurance benefits. In addition, Illuminate Colorado has a generous paid time off policy and offers both flexible scheduling and remote work opportunities.

**To Apply:** Please submit cover letter, resume, and three references via email with "Circle of Parents Program Manager" in the subject line to [info@illuminatecolorado.org](mailto:info@illuminatecolorado.org).