



## CHALLENGE ASPEN

**Title:** Community Engagement and Program Manager

**Reporting to:** Operations Director

**Job Purpose:** Outreach, planning and implementation of adaptive programming to engage regional youth and adults with disabilities in organized programming in recreational sports and the arts. This role has a special emphasis on local Latino and Hispanic communities as Challenge Aspen works towards serving a healthier representation of the Roaring Fork Valley.

**Job Status:** Full time – year round

**Salary Range:** Starting at \$55,000

**About Challenge Aspen:** Challenge Aspen is dedicated to impacting lives through year-round adaptive experiences for individuals with cognitive and/or physical disabilities. Challenge Aspen's programs create life-changing opportunities by encouraging participation in activities designed to redefine limits, recognize abilities, and transfer newfound courage to everyday life.

### **Key responsibilities and accountabilities:**

- Reports to Challenge Aspen's Operations Director with frequent collaboration with all program staff.
- Work directly with participant families to support successful onboarding and expectation setting, leading to program participation.
- Coordinate and facilitate or co-facilitate Challenge Aspen adaptive programs such as school programs, archery, ski groups, hiking outings, cycling and activities in the arts with an emphasized focus on empowering diverse youth.
- Develop and implement community engagement and outreach plan collaboratively with program staff, leadership team and the Latino community.
- Help to develop volunteer program including recruitment, training and education and ongoing engagement to support Latino and Hispanic communities.
- Help meet organizational strategic goals by connecting more people with disabilities with recreational activities.
- Represent Challenge Aspen at community events with support from team and board members.

### **Qualifications and Attributes:**

- Must be able to effectively communicate in Spanish and English, overseeing translation services to ensure consistent messaging.

- If candidate possesses the skills to formally translate documents, a Translation Pay Differential will be offered.
- Ability and experience working in and with immigrant, Latino and Hispanic communities.
- Experience in working with youth and adolescents in sports, medicine or an educational field.
- Familiarity with diverse disabilities in an educational, medical or athletic field.
- Desire to help people with disabilities discover new abilities through group and individual programming.
- Interest in learning about various activities and methods to adapt outdoor and indoor activities to help individuals with disabilities thrive.
- Ability to facilitate community partnerships to accomplish shared goals and objectives while bringing diverse perspectives.
- Effective time management, troubleshooting skills and initiative to work collaboratively and independently in a growing and changing environment.
- Comfortable with Microsoft applications such as Word, Excel, Outlook and OneDrive with a willingness to learn new systems for tracking data and project progress.
- Familiarity with skiing, hiking, and other outdoor activities offered throughout the Roaring Fork Valley.
- Role requires lifting, pushing and pulling to assist participants and move adaptive equipment, as well as driving Challenge Aspen's vehicles.

**Challenge Aspen benefits include but are not limited to:**

- Paid Time Off
- Flexible Spending Savings Plan
- Health Insurance
- 401K
- Aspen Snowmass ski pass
- Wellness Benefits

Please submit your resume, cover letter, and references to [info@challengeaspen.org](mailto:info@challengeaspen.org)