



Triad Bright Futures, the Local Coordinating Organization (LCO) for Clear Creek, Gilpin and Jefferson Counties is seeking a **Navigator** to provide local resources, connections and administrative support for the Universal Preschool Colorado Program (UPK). The Navigator will work with partners to ensure all families in Jefferson, Clear Creek and Gilpin counties have the support they need to promote their child’s well-being for sustained success in school and life.

Organization Overview

A strong public-private partnership of Jefferson County community leaders launched Jeffco’s [Bright Futures Roadmap](#) in 2019, a county-wide vision of improved outcomes for Jefferson County families with children prenatal to age eight. In 2022, these partners re-committed to the Roadmap and developed Triad Bright Futures to serve as the [early childhood local coordinating organization](#) for Jefferson, Clear Creek, and Gilpin counties.

Triad Bright Futures works to implement the four cornerstones defined in the Bright Futures Roadmap through engagement with all community partners and stakeholders. Additionally, as the LCO, Triad Bright Futures coordinates the Colorado Universal Preschool Program by supporting providers, growing capacity, and increasing access to a variety of high-quality early care and education options through a mixed-delivery system. Triad Bright Futures serves as a coordination partner and will not duplicate existing services or disrupt existing community programs including those provided by Triad Early Childhood Council.

Bright Futures Roadmap Cornerstones

1. Support providers, growing capacity, and increasing access to a variety of high-quality early care and education options that meet the needs of families through a mixed-delivery system.
2. Support families in their roles as children’s first and most important teachers through an array of home visitation services that meet diverse needs.
3. Strengthen access to mental health consultation in order to fully support families’ social-emotional well-being.
4. Coordinate a robust screening, assessment, and referral system that addresses physical, social-emotional, behavioral, and social determinants of health.

Triad Bright Futures serves as an independent project supported by the [Colorado Statewide Parent Coalition](#) (CSPC) as fiscal sponsor. The Triad Bright Futures Navigator is an employee of CSPC.

Job Summary and Responsibilities*

The Navigator will serve as LCO first line of contact with providers, families, and caregivers to learn about Universal Preschool and family support resources in Jefferson, Gilpin and Clear Creek counties. As such, this role is suited for an individual who is passionate about early childhood, equity, and helping create a culture of inclusiveness, effectiveness, and trust. The Navigator will serve as the liaison between families, the local early childhood system and the state.

- Respond to incoming calls and email inquiries from families and ECE providers regarding the UPK program and online BridgeCare application. Connect families to additional resources and services.
- Assess and triage critical and urgent calls or concerns from families, providers, and stakeholders.
- Maintain understanding of UPK-related program requirements and processes; provide technical support for the BridgeCare online platform.
- Develop and maintain strong working relationships with stakeholders throughout Jefferson County (and additional support in Gilpin and Clear Creek counties as needed) whose participation and expertise are necessary to successfully manage the LCO and advance the mission and vision of Triad Bright Futures.
- Attend local, family-focused events to share information and offer support for UPK registration and other general questions.

- Provide clear and dependable community and partner updates about UPK.
- Support Triad Bright Futures working committees as needed to provide immediate support related to the Local Coordinating Organization responsibilities.
- In collaboration with the Executive Director, Mountain Coordinator and community partners, develop and implement continuous quality improvement practices to monitor progress, outcomes and impact and adjust Bright Futures Roadmap strategies accordingly.
- Develop a system for community feedback loop to ensure real-time process improvements to UPK administration locally and at the state level.
- Partner closely with the Executive Director and communications team to create marketing, outreach, and training materials relevant to Jefferson, Clear Creek and Gilpin counties.

** Duties and responsibilities may include any combination of the functions listed above. This is not intended to be an exhaustive list but to illustrate likely job elements.*

Required Knowledge and Skills

- Detail-oriented, collaborator and team player with excellent organizational, communication and customer service skills. Ability to listen and build trust with community members.
- Experience assisting families with navigating community resources, including online applications.
- Ability to work as part of a team and alone with minimal supervision.
- Ability to cultivate and maintain strong relationships across partners.
- Strong familiarity and comfort working with technology including Microsoft and Google suite. Experience with database management, spreadsheets and reporting.
- Ability to work in a fast-paced, collaborative, largely virtual work environment.
- Flexibility to work occasional evenings/weekends.
- Significant experience with early childhood, health and/or education systems preferred.
- Commitment to anti-racism and equity; experience working with people or communities of diverse cultures and backgrounds.

Preferred Education and Experience

- Three years professional experience in early childhood education, home visitation, human services or resource navigation.
- A degree in a field related to early childhood, human services or equivalent work experience.
- An affinity for a nonprofit, community-based work environment.
- Bilingual English-Spanish or other foreign language skills strongly preferred.

Job Details

Full/Part Time Status: Full-time

Location: Remote. CSPC employees can work anywhere within the boundaries of the state of Colorado.

Travel Requirements: Some local travel in Jefferson County required.

Compensation and Benefits

The expected salary range for this position is between \$52,000 to \$55,000, commensurate with experience. CSPC offers a competitive benefits package including medical and dental insurance, HSA, unlimited PTO, 403(b) retirement plan with employer match, ongoing professional development opportunities, childcare stipend, technology and home office stipend, computer and cell phone benefits.

Equal Opportunity

We are dedicated to equal employment opportunities, and we are committed to building and retaining a diverse team. CSPC is an equal opportunity employer committed to a diverse work environment. People of color, people with disabilities, people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

Values

CSPC and Triad Bright Futures believe strongly in building a workplace that provides everyone the opportunity to reach their full potential and thrive as both workers and people. To help achieve that goal, CSPC seeks to build a culture where:

- our team members have a sense of **belonging** by feeling physically, emotionally and psychologically safe and respected;

- the inherent **dignity** of each person is upheld and celebrated; and
- our policies and programs are rooted in **justice** by being restorative in nature and practice, and centered in community; and
- where everyone can practice **bravery** in the face of fear, experimentation, taking risks, and learning from mistakes.

Diversity and Inclusion Policy

Belonging, dignity, justice, and bravery also means centering the voices and experiences of marginalized people and we encourage all qualified candidates to apply and individuals to participate in our programs, including: women; Black, Indigenous, and people of color; immigrants and refugees; folks who are trans or nonbinary; people who are queer, lesbian, gay, or bisexual; Autistic and neurodivergent people; folks with visible or invisible disabilities; anyone from another historically marginalized group or anyone at the intersection of these groups. This policy does not preclude the Title VII protected classes.

To Apply

Interested applicants should email a single PDF file including:

1. Cover letter to explain why you want the job & what makes you well-suited for the role
2. Resume
3. List of 3 references with contact information

to Triad Bright Futures Executive Director Jennifer Anton (jennifer@triadbrightfutures.org) with the subject line "Triad Bright Futures Navigator" by **March 7, 2023**.

These statements are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the Colorado Statewide Parent Coalition. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.