



Denver Bilingual Mental Wellness Program Manager

Welcome Statement: Spark is committed to diversity, equity, inclusion and access. We believe a diverse staff contributes to the creativity and strength of our organization and our communities and enables us to realize our vision of a world with stronger, more resilient, equitable, and connected communities through the power of volunteerism. Spark seeks to create an inclusive, equitable and welcoming work environment for all individuals.

Who We Are: At Spark the Change Colorado, our mission is to spark change and inspire a movement of good through the power of service, volunteerism, and civic engagement. We operate a variety of volunteer-driven programs and provide training and education opportunities for Colorado nonprofits. We are connectors and collaborators working to build stronger, more resilient, diverse, equitable, and connected Colorado communities. If your passions align with our values of Community, Collaboration, and Courage, consider joining our quickly growing team!

Spark Culture: We are an innovative, hard-working and supportive team. We are always moving forward, adapting and responding to community needs and the whole staff supports each other as we grow together. We currently have a hybrid work situation, some of us working fully remote, some of us in the office, and some out in the community. We have staff all over the state and while a central office is not an option for everyone, we work to create opportunities to meet staff where they are and support our whole team. We understand that work-life balance is not just important, it is essential.

Position Summary: The Mental Wellness Program (MWP) works to decrease barriers to accessing mental health services for low-income and vulnerable Coloradans. Volunteer mental health professionals, through private practice counseling, community partnerships and workforce development initiatives, offer services to people across Colorado experiencing barriers to care. The Denver MWP Manager is a full-time position focused on growing and diversifying the MWP within the City and County of Denver through targeted volunteer and partner organization engagement. Additionally, this position will bolster the existing continuing education programs for MWP volunteers and expand it into the broader community of mental health professionals.

Reports To: Mental Wellness Director

Job Status: Full Time, 40 hours per week / Hybrid work environment

Salary Range: 55K annually + benefits

Responsibilities:

- Create and implement a volunteer recruitment plan to diversify and grow the MWP's pool of volunteer mental health clinicians within Denver City Limits.
- Create and implement a community engagement plan to increase the number of BIPOC and LGBTQ serving organizations engaged with Spark's MWP.
- Provide consistent and responsive customer service and relationship management to volunteers and community partner sites.
- Work closely with the MWP team to ensure volunteers and partner organizations are following MWP Protocol (i.e., applications, letters of agreement, MOUs, background checks, etc.).
- Conduct interviews with new volunteers and partner organizations to determine suitability for involvement with the MWP.
- Place new volunteers with community partner sites and connect them with clients via the MWP support line according to their skills, experience, and interests.
- Oversee the MWP Continuing Education Programming for volunteers and mental health professionals in the community, including polling community partners and volunteers for desired topics, securing speakers, promoting and hosting the events.
- Actively participate in volunteer recognition event planning and fundraising activities with MWP Team.
- Actively participate in outreach and public facing events to garner increased program awareness and partnerships.

Desired Qualifications:

- Volunteer Management experience (personal and professional strongly desired)
- Community outreach experience and a desire to conduct in-person meetings and community events
- Bilingual Spanish / English language skills required
- Master's Degree or Higher in Mental Health Profession
- Demonstrated commitment to diversity, equity and inclusion and willingness to embrace Spark's core values and mission
- Demonstrated ability to build and sustain strong, productive relationships with diverse individuals and partner organizations.
- Exceptional oral and written communications; friendly, helpful, professional
- Strong organizational skills and attention to detail as well as multi-tasking skills in a fast-paced environment
- Flexibility, resourcefulness, positive attitude, strong work ethic

- Strong emotional intelligence, high integrity, sound judgment and ability to maintain confidentiality.
- Strong computer and internet skills, competency with Microsoft Office 365, Google Suite, Zoom and Teams

To apply, please send a cover letter, resume and two references to Kelly Groen at kgroen@sparkthechangecolorado.org.