



Program and Child Enrichment Associate

Posted: July 22, 2026

Deadline: Open until filled

Classification: Part time (21 hours/wk), non-exempt

Work Schedule:

Monday **off**, Tuesday, Wednesday and Thursday (11:30-6:30), Friday **off**

-work schedule may be subject to occasional changes to accommodate organizational needs

Salary: \$21,840 per year (\$21.00/hr)

Paid Time Off: 15 paid holidays per year, part-time employees accrue 5 hours of paid discretionary time off every month, also receive one day of paid time off for your birthday

Position Summary:

Under the general direction of the Program Manager, this position will provide direct support on the coordination and development of life skills classes, front desk services and childcare as needed at the Colorado House and Resource Center.

Principle Responsibilities:

Full job description details and application are available at <https://partnersinhousing.org/employment-opportunities/>.

Education/Experience:

- High School diploma or GED.
- Two years of experience in a *business setting*. One year of experience working with *children in a group setting*.
- Strong communication skills (both written and oral) and good interpersonal behavior skills.
- Ability to work with a variety of people.
- Sensitivity to cultural differences.
- Knowledge of early childhood development.
- Strong organizational skills.
- Ability to be flexible.
- Working knowledge or willingness to learn the dynamics of families experiencing homelessness.
- Knowledge of Colorado Springs social service agencies a plus.
- Experience with Apricot, Signup Genius a plus.
- Must be able to pass drug screen.
- Must be able to meet and receive a criminal records clearance.

If interested, please visit <https://partnersinhousing.org/employment-opportunities/> and click “Apply Online Today”.

Partners in Housing is committed to providing a friendly and inclusive environment where each individual is welcomed and respected. Our goal is to assure that all employment and operational actions are based on qualifications and programmatic needs rather than on non-merit factors, and that no one will be denied an opportunity to share in our programs.

All applicants and employees for the Partners in Housing program are considered equally without discrimination on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, age, physical ability, military or veteran status, or any other characteristic protected under federal, state, or local law.

Partners in Housing has developed this policy to ensure an environment free from unlawful harassment, discrimination, and retaliation. Partners in Housing will make every reasonable effort to ensure that all involved are familiar with this policy and are aware that any complaint in violation of such policy will be investigated and resolved appropriately.