



## POSITION DESCRIPTION

**Title:** Selection & Programs Specialist

### Summary

Boettcher Foundation seeks Selection & Programs Specialist to work in Denver, CO. Administer the recruitment and selection process of the foundation's Scholarship Program, supports the recruitment and selection processes of the Doers & Difference Makers Fellowship, and coordinates the Scholarship management and administration. Requirements include Master's degree in Education, Learning Science or related field or Bachelor's degree in Education, Learning Sciences or related field and 2 years of experience; working knowledge of educational statistics for secondary and post-secondary education, demographics data analysis skills, volunteer engagement programs, DEI principles for higher education, event management & youth program design. May telecommute two days per week; Up to 10% domestic travel. Send resume and cover letter to K. Kruse, 600 17th Street, #2210S, Denver, CO 80202 or to [karen@boettcherfoundation.org](mailto:karen@boettcherfoundation.org).