



Manager: Recruitment

Summary: Reporting to the Deputy Director, this fulltime position is responsible for developing and implementing strategies to meet Mile High Youth Corps' youth and staff recruitment objectives. The Manager: Recruitment will develop, coach and supervise a team of 2-4 early career staff members in community-based activities that create a pipeline of applicants, ages 17-24 years old, with diverse backgrounds, experiences and identities. The Manager: Recruitment will also work closely with directors and program managers to meet the organization's staff recruitment goals. This position requires significant travel in and around Metro Denver, and occasional travel to Colorado Springs.

Responsibilities

- Meet recruitment objectives by increasing awareness of and access to MHYC programs.
- Collaborate with Program Managers and other staff, to design and implement recruitment plans for each of MHYC's programs.
- Coordinate all recruitment activities conducted by staff, volunteers, and Corpsmembers including community-based recruitment and outreach, and all outward communications.
- Supervise a team of 2-4 early career staff and Corpsmembers.
- Ensure clear and consistent communication with hiring teams for each program.
- Collect and analyze data to assess recruitment processes, activities and outcomes, and develop/enhance recruitment strategies as needed.
- Provide support for recruitment efforts in MHYC's Southern Front Range office.
- Establish and sustain partnerships, referral contacts and collaborations with other agencies, community organizations, schools and youth groups.
- Represent MHYC in the community, at job/career fairs and networking events.
- Work closely with the Development & Communications team to produce engaging promotional materials, web-based postings and social media.

Required Qualifications

- Demonstrated commitment to diversity, equity and inclusion.
- Experience with MHYC's core population of young adults ages 17-24 year old.
- Team leadership and/or supervisory experience.
- Proven ability to effectively collaborate with colleagues and community stakeholders.
- Proven ability to develop and lead engaging and informative youth activities/presentations.
- Proven ability to develop and manage work plans, projects and timelines.
- Proven ability to develop and implement communication strategies and methods that reach specific audiences.
- Experience collecting and analyzing data to inform and prioritize decisions.
- Strong oral and written communication skills.

Preferred Qualifications

- Knowledge of Denver Metro area, local community and youth organizations, schools, education and training organizations, and public agencies.
- Bilingual Spanish:English.
- Positive Youth Development (PYD), youth corps and/or AmeriCorps knowledge/experience.
- Bachelor's degree.
- Functional skills with social media platforms, Adobe Creative Suite, and other marketing tools.

Eligibility requirements

- Valid driver's license with insurable motor vehicle record (MVR).
- Because this position has recurring access to vulnerable populations, a criminal and FBI background check (including fingerprinting) is required.
- Pre-employment drug screen required.
- Must be able to legally work in the United States as verified by the federal E-Verify program.

Hours & Compensation

This is a fulltime salaried position (exempt/regular) with benefits; salary range is \$40,000-\$43,000/year DOE. Occasional evening and weekend hours will be required. Position is open until filled.

To Apply:

Candidates are asked to provide a resume and a cover letter including pertinent personal and/or professional experience.

Send Resume and Cover Letter to:

Email: staffjobs@mhyc.net (include "Manager: Recruitment" in the subject line). *In the absence of specific work-related experience for one or more categories, applicants are encouraged to describe personal experience that pertains to position requirements in their cover letter.*

Mail: Attn: Antonio Barreiro, 1801 Federal Blvd., Denver, CO 80204

No calls please

Mile High Youth Corps is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin.