



Mile High Youth Corps helps youth make a difference in themselves and their communities through meaningful service opportunities and educational experiences.

Project Coordinator: Energy and Water Conservation

Summary: For over 25 years, Mile High Youth Corps (MHYC) has transformed lives, communities and the environment through meaningful youth development and service programs rooted in conservation and the community. Since 2006, MHYC's Energy and Water Conservation program has installed energy and water conservation measures in over 40,000 low-income homes and nonprofits in the metro Denver region, significantly reducing resource consumption and client utility bills. The Project Coordinator: Energy & Water Conservation is responsible for coordinating Energy & Water (E&W) fee-for-service projects and, in collaboration with the E&W Program Coordinator, supervising a crew of approximately eight to twelve young adults trained in energy and water conservation retrofits (currently including: energy and water audits, LED bulbs, hot water heater/pipe insulation, weather-stripping, programmable thermostats, Ultra-High-Efficiency-Toilets, low-flow sink and shower aerators, behavior coaching and client education).

Reports to: Deputy Director

Responsibilities:

Project Coordination

- Ensure successful implementation of E&W projects, both in the field and in the office.
- Ensure successful field communications among clients, Corpsmembers and staff.
- Manage the resources and assets allocated to E&W projects to meet production goals and ensure quality services and sponsor satisfaction.
- Oversee staff and Corpsmember technical training for E&W projects to ensure project training meets sponsor specifications.
- Resolve on-site client, technical and operational issues effectively to ensure quality control and client satisfaction.
- Develop and sustain successful contractor, vendor and affiliate relationships.
- Ensure worksite safety including conducting onsite safety assessments, identifying health and safety hazards, and implementing corrective measures.
- Assist in research and development of new partnerships and clients for E&W projects.
- Assist with the development of project scopes, installation protocols and reporting requirements for new projects.
- Participate in site visits with partners for potential projects; develop bids and material requirements.

Supervision, Staff Development & Management

- Employ practices that advance MHYC's diversity, equity and inclusion goals.
- Provide consistent, proactive supervision for E&W staff and Corpsmembers in accordance to agency guidelines, agreements and budgets.
- Support the E&W Program Coordinator and Outreach & Recruitment staff in the successful hiring and training of all Energy and Water Corpsmembers.
- Implement standardized orientations and technical trainings for Crew Leaders and Corpsmembers.
- Provide direct support to E&W staff in addressing Corpsmember performance issues.
- Monitor and enforce the policies and program procedures outlined in MHYC employee and Corpsmember manuals.
- Promote agency mission in all activities.

- Promote and maintain positive team morale.

Administration

- Ensure that all project data are entered in the database in an accurate and timely manner and that client files are complete and accurate.
- Ensure that employee files and attendance records are complete, accurate and updated in a timely manner.
- Monitor project budgets to ensure appropriate spending and tracking.
- Compile and submit accurate project information for grant/contract reports.
- Compile and submit accurate invoices and reports for billing.
- Assist the Deputy Director and Finance Team in creating annual budgets and income projections.

Agency Support

- Promotes agency mission in all activities.
- Attend staff meetings, agency functions and meetings in the community as needed.
- Other duties and responsibilities to be assigned as needed.

Qualifications:

Education: Minimum A.A. /A.S. required (significant experience in energy and water conservation or related fields may be substituted).

Required Experience: Minimum one year of supervisory experience working with diverse groups of people. Minimum two years of experience in energy and water conservation, renewable energy, general construction, plumbing/electrical trades, weatherization, water/gas/electric utilities, or related field.

Knowledge, Skills & Abilities:

- Knowledge of energy and/or water conservation initiatives, techniques, technologies and materials.
- Knowledge of residential and multi-family construction.
- Organized and detail oriented.
- Excellent written and oral communication skills.
- Proficient in Microsoft Office software (Word, Excel, Access, Power Point and Publisher).
- Ability to manage databases.
- Ability to work well with people from diverse backgrounds.
- Ability to work in a fast-paced, creative and deadline-oriented environment.
- Ability to lift 50 lbs.
- Pre-employment background check and drug screen will be required. May implement drug testing throughout employment. Will be required to undergo a Federal Bureau of Investigation criminal check, which involves being fingerprinted.
- Must be able to legally work in the United States which will be verified through the Federal E-Verify program.
- Valid driver's license with insurable driving record.

Hours & Compensation:

This is a full-time regular, exempt position with benefits. Salary range \$33-37,000 DOE. Hours are Monday through Friday 7:30 a.m. to 4:00 p.m. Some evening and weekend hours may be required for corps-related functions.

To apply, email resume and cover letter to:

staffjobs@mhyc.net (include "Project Coordinator: Energy and Water Conservation" in the subject line)

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.

More information can be found at www.milehighyouthcorps.org