



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

Project Manager: Energy & 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 Manager: Energy & Water Conservation is responsible for leading the Energy & Water Conservation (E&W) team comprised of approximately two to three fulltime staff members and 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 Development

- Manage and sustain current energy and water conservation contracts.
- Research and develop energy and water conservation projects that provide positive work experiences for Corpsmembers and generate earned income for the organization.
- Develop project pricing models and oversee contract development process.
- Develop project scopes, installation protocols and reporting requirements for new projects.
- Participate in site visits with partners for potential projects; develop bids and material requirements.
- Prepare project proposals; negotiate and prepare contracts.
- Cultivate relationships with existing and potential project sponsors to develop and grow MHYC's portfolio of conservation services and service areas.

Project Management

- Ensure successful daily operations of Energy and Water Conservation projects, both in the field and in the office.
- Promote effective communication among clients, Corpsmembers and staff.
- Ensure effective execution of client intake and scheduling processes for the delivery of energy and water conservation measures to clients.
- Manage the resources and assets allocated to energy and water conservation projects to meet production goals and ensure service quality and sponsor satisfaction.
- Oversee staff and Corpsmember technical training for energy and water conservation projects in collaboration with project sponsors, and MHYC program staff to ensure project training meets their specifications.
- Help facilitate continuing technical education for energy and water conservation crews and staff.
- Ensure staff successfully resolve on-site client, technical and operational issues to ensure quality control and client satisfaction.
- Develop and sustain contractor, vendor and affiliate relationships.
- Ensure worksite safety by conducting onsite safety assessments, identifying health and safety hazards, and implementing appropriate risk management measures.

Supervision, Staff Development & Management

- Employ practices that advance MHYC's diversity, equity and inclusion goals.
- Recruit, train, supervise and evaluate program staff in accordance with organization guidelines, agreements and approved budgets.
- Support the implementation of orientation and training for Crew Leaders and Corpsmembers.
- Promote and maintain positive group morale.
- Lead and support all staff towards organization goals.
- Enforce the policies and program procedures outlined in the MHYC employee manuals.

Administration

- Oversee Energy and Water Conservation staff to ensure that project data is entered in the database in an accurate and timely manner and that client files are complete and accurate.
- Ensure that employee files, attendance records and timesheets are complete, accurate and updated in a timely manner.
- Prepare and submit monthly production reports (planned/actual).
- Monitor project budgets to ensure appropriate spending and tracking of in-kind donations where needed.
- Compile and submit accurate project information for grant/contract reports.
- Compile and submit accurate invoices and reports for billing.
- Assist the Finance Department in creating annual project budgets and periodic income projections.

Agency Support

- Promote agency mission in all activities.
- Submit staff reports for internal publication.
- Attend staff meetings, agency functions and meetings in the community as needed.
- Other duties and responsibilities to be assigned as needed.

Qualifications:

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

Required Experience: Minimum two years supervisory experience working with diverse groups of people. Previous contracting experience. 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 based on experience. 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, cover letter and salary requirements to:

staffjobs@mhyc.net (include "Project Manager: Energy & 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