



## **Youth and Community Engagement Manager**

**Summary:** Reporting to the Deputy Director, the Youth and Community Engagement Manager is responsible for developing and implementing strategies to increase awareness of, access to, and participation in Mile High Youth Corps programs across MHYC's 22 county service area. This fulltime position will develop, coach and supervise a team of 2-4 early career staff members in community-based activities that foster connections between MHYC and 17-24 year old youth with diverse backgrounds, experiences and identities, as well as other youth-serving organizations and agencies. The Youth and Community Engagement Manager will also work closely with MHYC 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**

- Increase awareness of, access to, and participation in MHYC programs.
- Collaborate with Program Managers and other staff to design and implement recruitment and hiring plans that support the organization's diversity, equity and inclusion goals.
- Coordinate youth and community engagement activities conducted by staff, volunteers, and Corpsmembers including community-based recruitment and outreach, and related 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 youth engagement and recruitment processes, activities and outcomes, and develop/enhance strategies and processes as needed.
- Provide support for youth and community engagement efforts in MHYC's Southern Front Range office.
- Work with Deputy Director to strategically establish, sustain and expand 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 \$42,000-\$45,000/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](mailto:staffjobs@mhyc.net) (include "Youth and Community Engagement Manager" 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.*