



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

Program Support Specialist: Land Conservation (Denver)

Summary: The Program Support Specialist will perform a range of program support, recruitment, hiring and human resources functions for Mile High Youth Corps (MHYC). MHYC is a regional, non-profit, AmeriCorps (www.americorps.gov) affiliated organization that engages youth in jobs that help the planet and provide pathways to a promising future. Corpsmembers work on conservation and environmental stewardship projects throughout the Denver metro area while engaging in meaningful education activities.

Reports to: Program Coordinator: Land Conservation

Essential Functions:

Program Support

- Implementation of MHYC's COVID-19 daily prevention and mitigation procedures including, but not limited to: facilities and fleet sanitization and cleaning.
- Support the transport of Corpsmembers and tools/gear in and out of the field.
- Support vehicle and trailer maintenance needs with transport and documentation.
- Provide in-field support based on project or programmatic needs.
- Facilitate and assist with the coordination of education provided to Corpsmembers.
- Manage the Safety Competition Summer of Service season.
- Serve as an on-call duty officer during production seasons.
- Assist Corpsmembers with food, housing, transportation and gear related needs. Track resource allocation as needed.
- Complete monthly credit card expense reports for multiple card holders.
- Assist with grant-related reporting and project accomplishments
- Other duties as assigned to meet program needs.

Recruitment, Hiring and Human Resources Support

- Support and track Corpsmember recruitment, pre-screening, interviewing, and hiring processes.
- Help implement recruitment and hiring plans that support the organization's diversity, equity and inclusion goals.
- Support orientation logistics and trainings as needed for Corpsmembers.
- Print, have Corpsmembers sign, scan, and file Corpsmember timesheets.
- Support with Corpsmember paperwork compliance.
- Support follow-up and tracking of Corpsmember post-program placements.
- Coordinate youth and community engagement activities conducted by staff, volunteers and Corpsmembers including community-based recruitment, outreach and related communications.
- Collect, input, and analyze data from Corpsmember surveys to improve overall program experience.
- 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.

- Track and monitor all communications with previous, current or potential community partners.

MHYC is committed to hiring candidates with unique backgrounds and perspectives. If you are interested in this position but are concerned that you do not meet all of the requirements or possess all of the necessary skills, or that prior convictions or your background might disqualify you, we highly encourage you to submit an application anyway.

Qualifications:

- 1 year of experience working for youth corps or in case management, social work, volunteer management, non-profit management or conservation/forestry/natural resources preferred.

Requirements:

- Demonstrated commitment to advancing diversity, equity and inclusion.
- Experience working with diverse youth populations (ages 18-24 preferred).
- Knowledge and/or familiarity with common social justice issues (such as racial equity, LGBTQ+ rights, housing/food/childcare accessibility).
- Prior experience with data entry and management and/or other detailed oriented work.
- Excellent written and verbal communication skills (candidates with bilingual English-Spanish proficiency preferred).
- Proficient in Microsoft Office software (Outlook, Word, Excel and Power Point).
- Ability to work in a fast-paced, creative and deadline-oriented environment.
- Ability to be solution oriented and deliver high quality customer service.
- Ability to adapt to shifting priorities and manage multiple deadlines.
- Ability to work well independently and as part of a team.
- Must be able to lift 50 lbs., spend 8-10 hours a day in the sun and hike 7 miles with a day-pack.
- Valid driver's license with insurable driving record required.
- Ability to legally work in the United States, which will be verified through the federal E-Verify Program.
- Pre-employment background check and drug screen required; this position does not have recurring access to vulnerable populations.

Hours & Compensation:

This is a full-time, hourly, non-exempt position starting on March 22, 2021 and ending on September 3, 2021. The pay rate is \$15.00 per hour. Hours are Monday through Friday 7:00 a.m. – 3:30 p.m. Some evening and weekend hours will be required. Medical, dental and life benefits are available on the 1st of the month after working 60 days. The position is open until filled.

To Apply:

Email: Send resume and cover letter to jesser@mhyc.net (include position title in subject line)
Questions? Email catherinea@mhyc.net or call 303-433-1206 ext. 260.

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. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.