



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

## Communications Specialist: Part-Time

Summary: For over 29 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. The Communications department is currently seeking a part-time Communications Specialist (approximately 15-20 hours/week) to provide marketing and outreach support to the organization. Mile High Youth Corps has a unique need to provide communications to multiple stakeholder groups including donors, young adults interested in participating in programs, project partners and other potential supporters. This position will need an individual able to adapt messaging and communication platforms to meet the varied needs of the outward facing communications of MHYC. Primary areas of responsibility for this new position include overseeing the social media platforms for the agency, helping to plan and execute marketing campaigns to support outreach and recruitment of Corpsmembers (program participants) and general communication support across program departments. This position will work across program departments to gather and adapt information for messaging to different market segmentations in the greater community. Applicants must be able to adapt to an evolving environment and thrive in an autonomous and deadline-oriented workplace.

Reports to: Director of Development & Communications

### Essential Functions:

- In partnership with the Director of Development & Communications, develop and implement an editorial calendar for social media platforms that effectively tell the story and highlight impact.
- Create a monthly e-newsletter, working across departments to gather content for inclusion. Analyze email marketing results used to re-tool future emails.
- Manage logistics for marketing and outreach of programs:
  - Inclusion of Diversity, Equity and Inclusion principles in all communications internal and external
  - Electronic hiring ads
  - Maintain a calendar for recruitment
  - Highlight Corpsmembers experience through virtual storytelling on communication platforms
  - Work closely with outside design consultant to ensure visually appealing collateral supports outreach efforts in community.
- Keep website current and relevant. Monitor and report website traffic and flow.
- Support management of MHYC giving campaigns throughout the year (direct

mail, workplace giving, online giving campaign and cause marketing)

- Represent the agency in community, able to talk about MHYC and encourage potential supporters and applicants to learn more.

Required Experience: Skills in managing social media and developing content. Strong communication skills-verbal and written.

*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 encourage you to submit an application anyway.*

#### Knowledge, Skills & Abilities

- Strong commitment to Mile High Youth Corps' mission, vision and values.
- Ability to develop social media and newsletter content.
  - Hootsuite skills preferred.
- Effective at building relationships with diverse community partners, staff, participants and key stakeholders as a MHYC representative.
- Experience using database software to input and extract information.
- Experience with special event production preferred.
- Detail oriented and able to manage and meet deadlines.
- Proficient in MS Office products and Adobe Creative Suite skills Preferred.
- Self-motivated.
- Ability to set and meet goals.
- Ability to pass pre-employment background check, which includes a FBI criminal background check which requires fingerprinting.
- A pre-employment background check and drug screen required.

#### Hours & Compensation:

This is a part-time position, approximately 15-20 hours per week/flexible work schedule, \$16.50/hour. Some evenings and weekend hours may be required. This position is not eligible for benefits but will earn paid sick leave.

***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 position.***

#### **To Apply:**

Email resume and cover letter to [jeslins@mhyc.net](mailto:jeslins@mhyc.net) (include position title in subject line). Applications received by February 19, 2021 will be given priority consideration. Questions? Email [jeslins@mhyc.net](mailto:jeslins@mhyc.net) or call 720-974-0500 ext. 540.

**More information can be found at [www.milehighyouthcorps.org](http://www.milehighyouthcorps.org)**