



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

## Supportive Services Specialist

**Position Overview:** The Supportive Services Specialist works with a team of 2-4 supportive services staff to implement programming that promotes participant (Corpsmember) success. Programming includes connecting Corpsmembers in all Mile High Youth Corps programs—YouthBuild, Land Conservation, and Energy & Water Conservation—to community resources, providing career exploration and readiness activities that increase Corpsmember retention and completion, and ensuring youth are prepared for and connected with appropriate educational and employment opportunities. This position is partially funded by AmeriCorps, and works directly with Corpsmembers enrolled in an AmeriCorps program.

**Reports to:** Manager: Supportive Services

### **Responsibilities:**

- Provide holistic one-on-one support to Corpsmembers and alumni, assisting with goal planning, employment and education placement plans, and community resource navigation
- Develop and facilitate career readiness, post-secondary education preparation, and healthy living and life skills activities and classes
- Collaborate with program teams to ensure activities are engaging, culturally responsive, and aligned with program needs; Coordinate with program teams to address individual Corpsmember and overall programmatic supportive services needs
- Maintain partnerships with employers, apprenticeship programs, and post-secondary education institutions in each career pathway offered at MHYC
- Maintain partnerships with community resources that address and mitigate barriers to Corpsmembers success, including food, housing, childcare, transportation, and mental wellness
- Assist in the coordination of Corpsmember programming and access to resources
- Implement alumni follow-up and engagement activities
- Track, document, and report on Corpsmember/alumni career planning progress, placements, retention of placements, success stories, grant compliance, and other performance metrics

*Mile High Youth Corps 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.*

### **Qualifications**

#### **Education**

- Post-secondary certificate or degree

#### **Required Qualifications**

- Previous experience in supportive services, case management, social services or related field
- Demonstrated commitment to diversity, equity, and inclusion
- Experience with MHYC's core population of young adults ages 17-24 years old.

- Able to legally work in the United States, which will be verified via the federal E-Verify program on the first day of employment
- Pre-employment background check required, including a FBI Background Check, which includes fingerprinting. This position has recurring access to vulnerable populations.
- Pre-employment drug screen required.
- Valid driver's license with insurable motor vehicle record (MVR).

**Desired Qualifications:**

- Experience with trauma-informed care practices
- Experience with social, racial, economic, and/or restorative justice activities or programming.
- Positive Youth Development (PYD), youth corps and/or AmeriCorps knowledge/experience.
- Spanish/English Proficiency

**Hours & Compensation**

- This is a full-time salaried position (exempt/regular). Medical, dental, vision and life benefits are available on the 1<sup>st</sup> of the month after working 60 days. Mile High Youth Corps also offers a Section 403(b) Retirement Plan.
- Salary range is \$34,000 - \$37,000/year dependent on experience.
- Occasional evening and weekend hours will be required.

**To Apply**

Candidates are asked to provide a resume and a cover letter including pertinent personal and/or professional experience. ***In the absence of specific work-related experience, applicants are encouraged to describe personal experience that pertains to position requirements in their cover letter.***

Send resume and cover letter to: [staffjobs@mhyc.net](mailto:staffjobs@mhyc.net) (include the position title in the email subject line). If you have questions about the position, please email: [staffjobs@mhyc.net](mailto:staffjobs@mhyc.net).

*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.*

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