



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

PROJECT COORDINATOR: ENERGY and WATER CONSERVATION PROGRAM

Position Overview: The Project Coordinator for the Energy & Water (E&W) team will assist the Senior Manager in project coordination, data collection and reporting, inventory management, Corpsmember training and supervision for service projects. As assigned, the Project Coordinator will also assist in project creation and partner relations.

Reports to: Senior Manager: Energy & Water Conservation Program

Areas of Responsibility

Project Supervision

- Provides day-to-day supervision of Crew Leaders and Corpsmembers (CMs) during fee-for-service projects and Americorps activities.
- Coordinates Crew Leads and CMs in daily service planning and operations- project scheduling, warehouse organization and inventory management; includes tool maintenance, vehicle management, quality assurance and data entry.
- “On-site” direction of E&W multi-family projects- coordination of service teams, data collection and management, communication of team needs, on-site problem identification and resolution, and communication with property management team
- Primary support for technical challenges- troubleshoots production issues in the field
- Assist CMs with E&W production visits to ensure quality assurance

Program Support:

- Prioritize MHYC’s values of diversity, equity and inclusion in program design and structure, project activities, and communication
- Collaborate with Senior Manager and Program Coordinator for CM orientation; provide technical training on E&W production and intake.
- Identify, develop and provide new trainings required for “one-off” E&W service projects and support Americorps activities and trainings.
- Assist CMs in their assigned E&W “specialty roles”- goal creation and completion of those goals with individual CMs.
- Assist in safety trainings and drills. Promote and model MHYC safety rules and regulations
- Promote and support high quality work, installations, tool management, paperwork completion and data accuracy. Demonstrate and promote teamwork, communication and problem-solving.

Project Coordination and Reporting:

- Organize weekly schedules for E&W single-family services, adapt schedule as needed for E&W programming and multi-family projects
- Complete E&W “warranty work” and service calls
- Collaborate with Senior Manager to create weekly and monthly production goals; meet periodic goals for visits scheduled and completed.
- Assist in management of project databases (ex: daily and weekly schedules, customer records, project metrics, customer satisfaction) to ensure accurate and timely reporting

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: High School diploma or higher

Required Qualifications:

- Home maintenance experience including- installation of toilets, thermostats, smoke detectors, lighting, and low-flow fixtures
- Able to train CMs on technical knowledge for installations, safety procedures and data collection
- Ability to adapt skill sets and pursue continual improvement of program operations
- Able to legally work in the United States, which will be verified via the federal E-Verify program on the first day of employment
- Able to lift 50 lbs.; conduct repetitive hand and arm motions; able to maneuver in tight spaces, including bending and kneeling.
- 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)
- Ability to read, write and speak English fluently
- Willingness to adhere to MHYC's COVID-19 policies and procedures

Desired Qualifications:

- In-home customer service experience- professionalism, cleanliness, and communication skills.
- Project coordination- data collection and reporting, on-site supervision, service dispatch
- Warehousing experience- inventory management, warehouse organization, security protocols, and vehicle management
- Fluent Spanish-speaker
- Previous completion of Americorps term or work history with Americorps

Hours & Compensation

This is a full-time, hourly (non-exempt/regular) position with a pay rate of \$19.24/hr. Standard hours are Mon-Thurs 8:00a-4:30P, Fri 8a-4pm; hours may change with production needs. Some evening and weekend hours may be required for Corps-related functions. Medical, dental, vision and life benefits are available on the 1st of the month after working 60 days; eligible for participation in MHYC's 403(b) retirement plan. The 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. ***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 (include "Project Coordinator: E&W" in the email subject line). If you have questions about the position, please email: 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