



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

### **Program Specialist: YouthBuild**

**Summary:** *The Program Specialist performs a range of program support, recruitment, and hiring functions for Mile High Youth Corps (MHYC). Assists in the implementation of leadership development, civic engagement, service learning, outreach and recruitment components within MHYC's YouthBuild program. Provides leadership, support and training for all Mile High Youth Corps Corpsmembers (youth participants). Assists in development and implementation of alumni engagement activities. Reports to the Program Manager: YouthBuild. This position is partially funded by AmeriCorps, and works directly with Corpsmembers enrolled in an AmeriCorps program.*

#### **Essential Functions**

##### **Program Planning, Design and Implementation**

- Supervise Corpsmembers (CMs) while providing support for academic success, career development, service activities, and post-program placement.
- Participate in program planning and continuous improvement while ensuring practices align with MHYC's racial equity goals.
- Provide support for leadership development programming.
- Assist in development and implementation of CM orientations.
- Plan service learning projects; assist in connecting projects to service learning lessons, discussions and activities.
- Assist in planning and facilitating teambuilding and education activities.
- Support alumni engagement efforts.
- Participate in national service days and all Corps events.

##### **Recruitment, Hiring and Outreach Support**

- Help implement recruitment and hiring plans that support the organization's diversity, equity and inclusion goals.
- Support and track CM recruitment, pre-screening, interviewing, and hiring processes.
- Help coordinate youth and community engagement activities conducted by staff, volunteers and CMs including community-based recruitment, outreach and related communications.
- Work closely with the Development & Communications team to produce engaging promotional materials, web-based postings and social media.

##### **Administrative Duties**

- Assist staff with funder and board reporting.
- Support CM program and follow-up tracking and recognitions of successes.
- Track volunteer service projects facilitated within the YouthBuild program.
- Maintain and update YouthBuild photograph library.

*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**

**Education:** High School diploma or equivalent is required.

**Experience:** At least one year of working with a diverse population of youth and experience working with a diverse group of people in a team atmosphere (ages 18-24 preferred).

### **Requirements**

- Demonstrated commitment to advancing diversity, equity and inclusion.
- Driver eligibility requirements: minimum 21 years old, valid driver's license, and insurable DMV record.
- Knowledge and/or familiarity with common social justice issues (such as racial equity, LGBTQ+ rights, housing/food/childcare accessibility).
- Effective written and verbal communication skills (candidates with bilingual English-Spanish proficiency preferred).
- 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 has recurring access to vulnerable populations.
- MHYC has a COVID-19 vaccination requirement. Individuals must submit proof of full vaccination, partial vaccination, or submit their medical or religious COVID-19 vaccination exemption request by their first day. If only partial vaccination is submitted, proof of the second shot needs to meet the recommended time interval of the vaccine administered. Please reach out to MHYC staff for exemption forms or more information.

### **Hours & Compensation**

This is a full-time, hourly, non-exempt position. The pay rate is \$16.50 per hour. Hours are Monday through Friday 8:00 a.m. – 4:30 p.m. Some evening and weekend hours will be required. Medical, dental and life benefits are available on the 1<sup>st</sup> of the month after working 60 days. The position is open until filled.

### **To Apply**

Email resume and cover letter to: [staffjobs@mhyc.net](mailto:staffjobs@mhyc.net) (include position title in subject line)

*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.*