



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

## **Community Climate Ambassador Specialist**

**Position Overview:** This full-time, grant-funded position leads Mile High Youth Corps' (MHYC) Energy & Water Conservation program's Community Climate Ambassadors/ Promotoras Climaticas project. This position will work closely with Denver's Climate Action, Sustainability and Resiliency (CASR) Office to conduct public outreach about climate change, increase awareness and access to solutions for climate vulnerability, and evaluate adoption of these solutions in Denver's NEST neighborhoods. The Climate Ambassador Specialist will also supervise a small team of Corpsmembers (CMs) enrolled in MHYC's Energy & Water Conservation (E&W) program.

**Reports to:** Associate Director: Energy & Water Conservation

### ***Areas of Responsibility***

#### **Project Coordination:**

- With direction from CASR, develop preliminary and final project design- implement and continuously improve public outreach, survey, and solution-adoption strategies
- Communicate effectively with all internal and external stakeholders in project activities, participate in CASR Peer Exchange sessions
- Create and maintain Climate Ambassadors data tracking systems including engagement opportunities, engagement and survey progress, and resident demographics
- Align Climate Ambassador outreach and engagement strategies with current E&W program outreach and marketing activities
- Coordinate home-visits for survey and engagement activities, work with Climate Ambassador CMs to complete project goals
- Ensure that safe working procedures are followed

#### **Youth Development & Supervision:**

- Assist in orientation, training, and evaluation of Climate Ambassador CMs, ensure completion of CASR sponsored trainings
- Direct supervision of CMs in Climate Ambassador project
- Promote a solution-focused youth development environment in which Corpsmembers have the opportunity to develop new skills and experience personal growth
- Promote organization's mission in all activities
- Enforce the policies and procedures outlined in the MHYC employee and CM handbooks
- Collaborate with staff to support successful CM outcomes

#### **Administrative Duties:**

- Support recruitment and hiring of Climate Ambassador CM positions
- Complete and submit high quality project reports in a timely manner
- Assist the Associate Director in grant reporting and billing
- Assist other MHYC staff by providing programming information for marketing materials and fundraising proposals
- Attend MHYC events and trainings

## Qualifications

**Education:** Minimum A.A. or A.S. required

### Required Qualifications:

- Excellent written and verbal communication skills
- Fluent Spanish-English speaker
- Proficiency using Microsoft Word, Excel, and/or other office productivity applications
- Valid driver's license with insurable driving record
- Ability to legally work in the United States, which will be verified through the federal E-Verify Program.
- Pre-employment background check required, including a FBI Background Check, which includes fingerprinting. 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.

### Desired Qualifications:

- Experience working directly with a diverse youth population (ages 18-24 preferred)
- Familiarity with Promotora or community-based education and engagement projects
- Familiarity with topics of climate action and environmental justice
- Experience with diversity, equity and inclusion programming
- Current or past resident of Denver's NEST neighborhoods (East Colfax, Elyria-Swansea, Globeville, Sun Valley, Montbello, Northeast Park Hill, Valverde, Villa Park, West Colfax, Westwood)
- Project coordination experience
- Data collection and reporting experience including statistical analysis
- Experience developing outreach, marketing and/or educational materials

### Hours & Compensation:

This is a full-time, hourly (non-exempt/regular) position with a starting hourly rate of \$18.27. Standard hours are Mon-Thurs 8:00a-4:30P, Fri 8a-4pm; hours may change with program needs. Some evening and weekend hours will be required for position-related functions. Medical, dental, vision and life benefits are available on the 1<sup>st</sup> 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](mailto:staffjobs@mhyc.net) (include "Climate Ambassador Specialist" 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)**