



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

Youth and Community Engagement Coordinator – Colorado Springs

Position Overview: The Outreach Coordinator for the Southern Front Range is responsible for implementing strategies to increase awareness of, access to, and participation in Mile High Youth Corps (MHYC) programs across its 22 county service area, with an emphasis on the Colorado Springs Metro area and the greater Southern Front Range region. The Outreach Coordinator will assist the Youth and Community Engagement Manager in meeting the organization's Corpsmember (CM) enrollment goals. The Outreach Coordinator is responsible for outreach and recruitment for the organization's programs including: planning, coordinating and implementing outreach activities, implementing and tracking CM recruitment, and building community partnerships. This position requires significant travel in and around Colorado Springs and occasional travel to Denver. Standard hours are Tuesday-Saturday 8am-4pm; hours may change with recruitment needs.

Reports to: Youth and Community Engagement Manager

Location: 417 E. Vermijo Ave. Colorado Springs, Colorado 80903

Responsibilities

- Increase awareness of, access to, and participation in MHYC programs.
- Collaborate with Youth and Community Engagement Manager, Program Managers, and other staff to design and implement recruitment and hiring plans that support the organization's diversity, equity and inclusion goals.
- Provide support for youth and community engagement efforts in MHYC's Southern Front Range office.
- Coordinate youth and community engagement activities conducted by staff, volunteers, and CMs including community-based recruitment and outreach, and related communications.
- Work with Youth and Community Engagement Manager to strategically establish, sustain and expand partnerships, referral contacts and collaborations with other agencies, community organizations, schools and youth groups.
- Represent MHYC in the community at job fairs, community events, and networking events.
- Support program staff in the CM hiring process.
- Prepare hiring reports as needed.
- Maintain a comprehensive referral/recruitment database.
- Ensure clear and consistent communication with the hiring team for each program.
- Work closely with the Development & Communications team to produce engaging promotional materials, web-based postings and social media.
- Support any other outreach, administrative, and recruitment tasks as assigned.

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.

Required Qualifications:

- Education: High School diploma or higher
- Demonstrated commitment to diversity, equity, and inclusion
- Experience with MHYC's core population of young adults ages 17-24 years old

- Proven ability to effectively collaborate with colleagues and community stakeholders
- Proven ability to develop and lead engaging and informative youth activities/presentations
- Proven ability to develop and manage work plans, projects, and timelines
- Proven ability to develop and implement communication strategies and methods that reach specific audiences
- Strong oral and written communication skills
- Pre-employment background check required, including a FBI Background Check, which includes fingerprinting. This position has recurring access to vulnerable populations.
- Valid driver's license with insurable motor vehicle record (MVR)
- Must be able to legally work in the United States as verified by the federal E-Verify program

Desired Qualifications:

- Knowledge of Colorado Springs area, local community and youth organizations, schools, education and training organizations, and public agencies
- Bilingual Spanish:English
- Positive Youth Development (PYD), youth corps, and/or AmeriCorps knowledge/experience
- Bachelor's degree
- Familiarity with social media platforms, Adobe Creative Suite, and other marketing tools

Hours & Compensation

This is a full-time, hourly (non-exempt/regular) position with a pay rate of \$18.27-\$20/hr. depending on experience. Standard hours are Tuesday-Saturday 8am-4pm; hours may change with recruitment needs. Saturdays will be designated community events and in-person outreach days. Some evening hours may be required for outreach activities. 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 "Outreach Coordinator: Southern Front Range" 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