



## Program Manager: Eastern Plains

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

**Position Overview:** Join a growing and thriving organization. Mile High Youth Corps (MHYC) offers a leading compensation package including generous paid time off; comprehensive insurance coverage including health, dental, vision and life; 403b retirement with 3% match; mental health and wellness support; professional development; hybrid work options.

The Program Manager: Eastern Plains will lead a feasibility study in Colorado's Eastern Plains. The initiative will assess the viability of launching a [youth corps](#) based in Eastern Colorado, providing education, training, and employment opportunities for young adults, as well as projects that will continue to preserve and enhance Colorado's communities. The project will focus initially on a 6-county region in Southeastern Colorado (SECO; Crowley, Kiowa, Otero, Bent, Baca, & Prowers counties), with later expansion throughout Eastern Colorado. This is a two-year, Great Outdoors Colorado (GOCO) grant-funded position with the opportunity for continued employment dependent upon funding and feasibility outcomes.

**Reports to:** Associate Director: Program Initiatives

### Hours & Compensation

This is a full-time exempt position with a starting pay rate of \$50,000-\$55,000/year dependent on experience. Paid time off accrual begins immediately upon hire. Medical, dental, vision and life benefits are available on the 1st of the month after working 60 days. Some evenings and weekend hours may be required for Corps-related functions. This position will be primarily remote with technology provided and will include occasional paid travel throughout Eastern Colorado and to MHYC facilities in Denver and Colorado Springs (Southern Front Range); opportunities to work locally in shared/co-working spaces may be available.

### Areas of Responsibility

#### Feasibility Study

- In collaboration with the Associate Director: Program Initiatives, develop a feasibility study plan to assess youth and project partner demand, as well as operational and program viability
- Implement and lead primary feasibility study activities, including:
  - Conduct research in the region, including but not limited to, a community mapping project to identify and assess currently existing resources related to young adult serving programs, conservation initiatives, potential project partners, funding sources, etc.
  - Coordinate and facilitate education sessions and stakeholder engagement meetings to gauge community interest and capacity to host a local youth corps and to collect stakeholder feedback
  - Conduct individual meetings with local stakeholders such as schools (secondary and post-secondary), employers, nonprofits/community-based organizations, workforce development programs, coalitions
  - Draft and present a complete report on the feasibility study, providing information and recommendations to address the establishment of a conservation corps to serve Eastern Colorado

#### Land Conservation Pilot Program

- In collaboration with MHYC's Denver- and Southern Front Range (SFR)-based staff, implement a land conservation pilot program based in SECO, tentatively scheduled for the summer of 2024.
- Hire and supervise two AmeriCorps members to support pilot program planning and recruitment and to serve as co-crew leaders for the pilot
- In collaboration with MHYC's SFR-based staff, identify and vet potential pilot project activities, which may include work in local parks, stewardship projects with nearby public lands and historic sites, and potentially projects on private land with public easements
- In collaboration with MHYC's Youth and Community Engagement team, develop and implement an outreach and recruitment initiative that will hire 9-11 youth/young adults (Corpsmembers) to engage in 11 weeks of land conservation and stewardship project work



- Complete pre-project site visits and develop project vitals to ensure that projects are well-executed and lead to high satisfaction rates for project partners (training will be provided).
- Provide consistent and proactive supervision of Corpsmembers, including work performance evaluations and adherence to policies and procedures.
- Maintain regular communication with MHYC supervisor, staff, and external partners
- Coordinate with local partners to facilitate career exploration, career readiness activities, leadership development, and other professional development opportunities for Corpsmembers
- Document project outcomes and Corpsmember experiences; collect and analyze project partner, community stakeholder, and Corpsmember feedback on the pilot program for inclusion in the feasibility report

#### **Organizational Support**

- Promote MHYC's mission in all activities; advance MHYC's strategic diversity, equity, and inclusion goals
- Attend and participate in MHYC staff meetings and trainings
- Submit information for program reports and other organization reports as needed

*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 encourage you to submit an application anyway.*

#### **Qualifications**

##### **Education:**

- Minimum AA/AS or high school diploma/equivalency with related experience

##### **Required Qualifications**

- Desire to further Mile High Youth Corps' mission, vision, and values
- Desire to further Mile High Youth Corps' strategic diversity, equity and inclusion goals
- Knowledge of SECO or Eastern Colorado communities and residency within the 6-county region
- Demonstrated experience in partnership development
- Project management and reporting experience
- Experience working with youth and/or young adults
- Strong facilitation skills
- Ability to work independently, prioritize workloads and tasks effectively, and meet deadlines
- Ability to work with people from diverse backgrounds and with others in a team atmosphere
- Valid driver's license with insurable driving record and reliable transportation.
- Ability to legally work in the United States, which will be verified through the federal E-verify system
- Pre-service background check required, which includes fingerprinting

##### **Desired Qualifications**

- Spanish/English proficiency

**To Apply: Candidates** are asked to provide a resume 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 a cover letter.* Send resume and cover letter to: [staffjobs@mhyc.net](mailto:staffjobs@mhyc.net) (include Program Manager: Eastern Plains 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)