



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 Specialist

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 Denver Youth and Community Engagement Specialist 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 Denver Metro area and the greater Southern Front Range region. The Youth and Community Engagement Specialist will assist the Youth and Community Engagement team in meeting the organization's Corpsmember (CM) enrollment goals. The Youth and Community Engagement Specialist is responsible for outreach and recruitment for the organization's programs including: implementing outreach activities, implementing and tracking CM recruitment, and helping the Youth and Community Engagement Manager build community partnerships. This position requires significant travel in and around Denver and occasional travel to Colorado Springs. Standard hours are Tuesday-Saturday 8am-4pm; hours may change with recruitment needs.

Reports to: Youth and Community Engagement Manager
Location: 1801 Federal Blvd, Denver, Colorado 80204

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.
- Represent MHYC in the community at job fairs, community events, and networking events.
- Respond to general inquiries about MHYC's programs.
- Update recruitment materials such as applications, job descriptions, and fact sheets.
- Assist MHYC staff with internal and external job postings.
- Assist MHYC staff with applicant communications including: application acknowledgements, pre-screens, interview scheduling and other follow-up.
- Provide general administrative support for MHYC's recruiting and hiring activities.
- Help maintain a comprehensive referral/recruitment database.
- 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:

- Minimum education required
- Demonstrated commitment to diversity, equity and inclusion.
- Experience with MHYC's core population of young adults ages 17-24 year old.
- Proven ability to effectively collaborate with colleagues and community stakeholders.

- Experience with internet and social media-based communications.
- Strong oral and written communication skills.
- Ability to work from home with reliable computer and internet connectivity.
- 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:

- Previous experience at MHYC.
- Knowledge of Denver Metro 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.
- 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 \$17.29-18.50/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