



Programs and Pathways Manager

Mile High Youth Corps helps youth make a difference in themselves and in their communities 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 Programs and Pathways Manager is responsible for managing and conducting daily youth development programming and operations including Corpsmember (program participants, ages 18-24) hiring, orientation and training. This position will manage Corpsmember (CM) career pathway activities including scheduling, career technical education (e.g. work-based learning and industry recognized certificates), and MHYC core curriculum programming (leadership, life skills, civic engagement, social justice, environmental stewardship, career readiness training).

Two Programs and Pathways Managers will be hired supporting MHYC's Energy & Water Conservation and YouthBuild programs.

This position supervises direct service staff. Programs and Pathways Managers will collaborate with each other and members of MHYC's Supportive Services and Youth and Community Engagement teams. This position may be funded by AmeriCorps, and works directly with CMs enrolled in an AmeriCorps program.

Reports to: Associate Director

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.

Areas of Responsibility

Programs:

- Plan and oversee the daily program operations.
- Support recruitment and manage CM hiring; organize and implement orientation for CMs and Crew Leaders.
- Coordinate, organize, and assist facilitation of MHYC core curriculum and activities alongside direct service staff and MHYC Supportive Services.
- Design, implement and manage cross-training activities (service projects, inter-program placement, etc.) with Programs and Pathways Manager(s) in other MHYC programs.
- Provide CM leadership development (e.g. creation of CM Specialty roles and SMART goals).
- Track and report program outputs and outcomes (e.g. program enrollment, retention, completion, education milestones, etc.).
- Develop and manage relationships with program partners and funders of Career Technical Education (CTE) programming.



Pathways:

- Plan and manage CTE and work-based-learning activities including industry-recognized certificate attainment, site visits, guest speakers, job-shadows, etc.
- Design, implement and coordinate cross-pathway activities (CTE, work-based learning) with Programs and Pathways Manager(s) in other MHYC programs.
- Track and report pathway outputs and outcomes (e.g. certificate program enrollment, progress, completion, attainment, etc.) with support from direct service staff and Crew Leaders.
- Track CM placement (jobs, wages, advancement), and maintain alumni database.
- Develop and manage community partner relationships to maximize career pathway connections for CMs, career exploration, and placement.
- Pursue continuous development and improvement of MHYC CTE and career pathways activities to position MHYC as a preferred program for career development in green industries.

Supervision:

- Provide daily supervision of 2-4 part-time or full-time staff positions and/or early career leaders (Mentor(s), Specialist(s), etc.) including scheduling and task assignments.
- Lead performance management of direct reports including goal setting and accountability measures, providing regular feedback, conducting performance reviews, etc.
- Lead and support staff in CM supervision including conflict resolution, performance evaluations, and coordination with Supportive Services. Supervise CMs in the field when necessary.
- Promote a solution-focused youth development environment in which CMs have the opportunity to develop new skills, learn and practice leadership, and experience personal and professional growth.
- Enforce policies and procedures in MHYC employee and CM handbooks.

Organization Support:

- Contribute to planning and coordination of MHYC community meetings and all-Corps service days.
- Contribute to creation of MHYC-wide, standardized, CM programming content; assist and support MHYC staff on delivery of core curriculum, career readiness training, and CTE.
- Support/coordinate the advancement of organizational diversity, equity and inclusion (DEI) goals.
- Assist Associate Director with annual budget creation, allocate and track expenditures for programming and pathways activities.
- Conduct timely database entries (e.g. invoicing, Salesforce, Paycom, purchasing etc.).
- Assist MHYC staff by providing program information for marketing materials and fundraising proposals.
- Promote agency mission in all activities.
- Advance MHYC's strategic diversity, equity and inclusion goals by applying the organization's Equity Lens to decision-making.
- Attend and participate in staff and community meetings, retreats and community-based events.
- Other duties 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.

Qualifications

Education: Minimum: Associates degree (significant professional experience in youth development, CTE or related field may be substituted).



Experience: Two or more years of youth development, CTE and/or related programs experience; one or more years of supervisory experience.

Requirements:

- Experience working directly with a diverse youth population (ages 18-24 preferred)
- Desire to further Mile High Youth Corps' mission, vision and values
- Commitment to advancing MHYC's strategic diversity, equity and inclusion goals
- Excellent organizational skills and attention to detail
- Excellent interpersonal skills
- Excellent verbal and written communication skills; proficient in Microsoft Word, Excel, and/or other Office applications
- Excellent time management skills with the ability to prioritize tasks and to delegate when appropriate
- 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
- Valid drivers' license; ability to drive a 12-passenger van; 21+ years old with two or more years of driving experience and insurable driver's record (MVD)

Preferred:

- Spanish-English proficiency
- Prior AmeriCorps supervisory role and/or service experience
- Job and workforce development experience
- Community organizing around climate action and/or environmental justice

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 (include **Programs and Pathways Manager** 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