



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

Supportive Services Navigator: Colorado Springs

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 Supportive Services Navigator works with a team of 3-4 supportive services staff to implement programming and wrap-around services that promote participant (Corpsmember) success. This role is responsible for connecting Corpsmembers (CMs) to community resources, providing career exploration and readiness activities, and ensuring CMs are prepared to pursue post-program education and employment opportunities. This position works directly with Corpsmembers enrolled in an AmeriCorps program. This position is based in Colorado Springs. This is a grant-funded position through December 2024 with the opportunity for continued employment dependent upon funding.

Reports to: Supportive Services Manager

Hours & Compensation

This is a 30 hour a week, non-exempt position with a starting pay rate of \$19.21-\$20.56/hour 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. Work hours will vary, schedule will be arranged with supervisor upon hire. This position requires occasional travel to Denver offices and occasional evening and weekend hours.

Responsibilities:

- Provide holistic one-on-one support to Corpsmembers and alumni by assisting with:
 - Goal planning
 - Career navigation and coaching
 - Post-secondary education navigation and education placement plans
 - Community resource navigation (housing, transportation, food, child care & more)
- Conduct CM career readiness and resource needs intakes, assessment and follow-ups
- Be physically present during times allotted in the AM or PM to build rapport with CMs and facilitate informal and formal check-ins
- Support CMs in addressing emergency situations by completing referrals and connecting with community agencies
- Develop and facilitate career readiness, post-secondary education preparation, and healthy living and life skills activities and classes
- Maintain partnerships with employers, apprenticeship programs, and post-secondary education institutions in each career pathway offered at MHYC
- Maintain partnerships with community resources that address and mitigate barriers to CM success, including food, housing, childcare, transportation, and mental wellness
- Track, document, and report on CM/alumni career planning progress, placements, retention of placements, success stories, grant compliance, and other performance metrics
- Coordinate with program teams to address individual CM and overall programmatic supportive services needs
- Implement alumni follow-up and engagement activities

- Engage in career coaching training and community of practice facilitated by the Colorado Workforce Development Council’s Career Coaching Collaborative

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

- Post-secondary certificate or degree

Required Qualifications

- Desire to further Mile High Youth Corps’ mission, vision and values
- Commitment to advancing MHYC’s strategic diversity, equity and inclusion goals
- Previous experience in supportive services, case management, social services or related field
- Experience with MHYC’s core population of young adults ages 17-24 years old.
- Ability to legally work in the United States, which will be verified via the federal E-Verify program
- Pre-employment background check required, including a fingerprinting
- Meet driver requirements of at least 21 years old and possess a valid driver’s license with insurable motor vehicle record (MVR).

Desired Qualifications:

- Experience with trauma-informed care practices
- Experience with social, racial, economic, and/or restorative justice activities or programming.
- Positive Youth Development (PYD), youth corps and/or AmeriCorps knowledge/experience.
- Spanish/English Proficiency
- Reliable transportation to travel between Colorado Springs and Denver up to three times per month.

To Apply

Submit 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 “Supportive Services Navigator: Colorado Springs” 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