



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

EDUCATION and OUTREACH COORDINATOR: ENERGY & WATER CONSERVATION

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; and a modified work schedule of 72 hours over 2 weeks (ex. one Friday every 2 weeks off).

This grant-funded position coordinates Energy & Water program activities for the Denver Climate Action Office's Good Green Jobs initiative and assists the Community Climate Education Program. The Education and Outreach Coordinator will organize the program's education and certificate training activities and will facilitate coursework and career development activities for Corpsmembers. This position will also assist with program outreach and education to community partners. This position works directly with Corpsmembers (CMs) enrolled in an AmeriCorps program. This is a Denver Office of Climate Action, Sustainability and Resiliency funded position that runs through Dec 31, 2024, with the opportunity for continued employment dependent upon future funding.

Reports to: Program and Pathways Manager: Energy & Water Conservation Program

Hours & Compensation:

This is a full-time, 72 hours over 2 weeks, non-exempt position with a starting pay rate of \$21.12-\$23.51/hour dependent on experience. Standard hours are Mon-Thurs 8:00a-4:30P, Fri 8a-4pm; hours may change with program needs. Some evening and weekend hours may be required for Corps-related functions. Paid time off accrual begins immediately upon hire. Medical, dental, vision and life benefits are available on the 1st of the month after working 30 days. The position will be posted until June 30, 2024.

Areas of Responsibility

Youth Development & Certificate Training:

- Coordinate Corpsmember training for program-specific certificates; facilitate in-person group trainings to Corpsmembers throughout their terms
- Collaborate with the Program and Pathways Manager to organize career development activities; includes guest speaker sessions, site-based learning, and webinar/conference scheduling
- Connect Corpsmember trainings and career development activities with personalized Corpsmembers' career exploration
- Assist in orientation, training, supervision, and evaluation for Corpsmembers and Crew Leaders
- Conduct individualized training sessions when necessary
- Promote a solution-focused youth development environment in which Corpsmembers have the opportunity to develop new skills and experience personal and professional growth
- Collaborate with other program staff to support successful Corpsmember outcomes

Recruitment and Partner Outreach:

- Develop, implement, and continuously improve the Energy and Water program's engagement activities within the community
- Assist Program and Pathways Manager and Youth and Community Engagement Manager with community networking and event planning
- Maintain relationships with existing program partners, identify and build relationships with new partners to expand career pathways and recruitment opportunities- includes training partners, non-profit agencies, "green industry" contacts, and neighborhood coalitions
- Assist Community Climate Education Coordinator to design, organize outreach according to

Denver CASR Office goals.

Administrative Duties:

- Produce and maintain high-quality program records and reports as needed
- Assist the Program and Pathways Manager and Director in grant reporting and billing
- Assist other MHYC staff by providing programming information for marketing materials and fundraising proposals
- Attend Energy & Water Conservation program and Mile High Youth Corps events and trainings
- 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 and retreats.
- Other duties as assigned

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.

Education: Minimum A.A. or A.S. required (significant professional experience may be substituted for post-secondary education)

Required Qualifications:

- Desire to further Mile High Youth Corps’ mission, vision and values
- Commitment to advancing MHYC’s strategic diversity, equity and inclusion goals
- Teaching and/or classroom training experience, lesson planning and preparation
- Excellent written and verbal communication skills
- Proficiency using Microsoft Word, Excel, and/or other office productivity applications
- Meet driver requirements of at least 21 years old and possess a valid driver’s license with insurable motor vehicle record (MVR).
- 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:

- Experience working directly with a diverse youth population (ages 18-24 preferred)
- Familiarity with topics of climate action and environmental justice
- Experience with diversity, equity and inclusion programming
- Fluent Spanish-speaker
- Data collection and reporting experience including statistical analysis
- Experience developing outreach, marketing and/or promotional materials

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 “Education and Outreach Coordinator: E&W” 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