



Planning Grant Manager: Energy & Water Pathways

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 Planning Grant Manager: Energy & Water Pathways will organize a program design and planning study for the Energy & Water Conservation program, focusing on Corpsmember career pathway exploration and workforce development into green infrastructure industries. The initiative will assess the viability of launching a dedicated green industry workforce development program that provides education, training, and employment opportunities for local young adults. The project will focus on green infrastructure programming that provides CMs from economically disadvantaged and underrepresented communities the opportunity to obtain pre-apprenticeship certificates related to careers in the trades tied to Denver's and Colorado's de-carbonization goals. This is a SERVE Colorado grant-funded position that runs through Dec 31, 2024, with the opportunity for continued employment dependent upon funding and planning grant outcomes.

Reports to: Director: Energy & Water Conservation

Hours & Compensation

This is a full-time, 30 hours a week, non-exempt position with a pay rate of \$26.71-\$28.22/hr. Paid time off accrual begins immediately upon hire. Medical, dental, vision and life benefits are available on the 1st of the month after working 360 days (about 12 months). Some evening and weekend hours may be required for Corps-related functions. This is a hybrid position (in-office and remote) with technology provided and will include occasional paid out of state travel and travel through Colorado. This position will be posted until June 30, 2024

Areas of Responsibility

Planning Grant Activities

- In collaboration with the Director: Energy & Water Conservation and Director: Program Initiatives, develop a program design and planning study to assess youth and program partner demand, as well as operational and program viability for an energy and water conservation workforce development program within MHYC
- Implement and lead primary planning activities, including:
 - Conduct research in the region, including but not limited to, a community mapping project to identify and assess existing resources related to young adult training programs, workforce development initiatives, potential project partners, funding sources, etc.
 - Coordinate and facilitate education sessions and stakeholder engagement meetings to gauge community and industry interest and capacity to integrate workforce development and programming for MHYC Corpsmembers
 - Conduct individual meetings with local stakeholders such as schools (secondary and post-secondary), employers, nonprofits/community-based organizations, workforce development programs, industry coalitions and training partners
 - Evaluate current program capacity and training model for operational and administrative needs
 - Organize and maintain program and operation needs report for future program implementation

Program Organization and Future Implementation

- In collaboration with MHYC's Youth and Community Engagement team, develop and implement an outreach and recruitment initiative that will prioritize local, underserved communities focusing on barriers to entry into green infrastructure industries



- Evaluate and connect with potential program and employment partners for industry-specific training, job shadowing, placements for future Corpsmembers and placement for MHYC alums
- Build 'employment pipeline' resources and documents that support recruitment, Corpsmember career exploration, and outreach to program partners
- Develop and finalize 'program model' that creates value to potential and current Corpsmembers, and delivers program sustainability
- Maintain regular communication with MHYC supervisor, staff, and external partners
- Document and report project outcomes and Corpsmember experiences; collect and analyze project partner, community stakeholder, and Corpsmember feedback on a pilot program

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
- 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.

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
- Commitment to advancing Mile High Youth Corps' strategic diversity, equity and inclusion goals
- 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
- Meet driver requirements of at least 21 years old and possess a valid driver's license with insurable motor vehicle record (MVR). Has 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
- Knowledge of electrification, energy efficiency, renewable energy or water conservation industries
- Previous experience in workforce development programming

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 **Planning Grant Manager: Energy & Water Pathways** 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