



## Program and Pathways Manager: Urban and Community Forestry

*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 Urban and Community Forestry Program and Pathways Manager will lead development and implementation of MHYC's first initiative designed specifically to address urban and community forest management and youth workforce development in Metro Denver. Program participants (Corpsmembers) will engage in a combination of youth and workforce development opportunities and technical training that prepares them for careers in urban and community forestry, and the green jobs sector more broadly. Project activities will include maintenance of urban trees and forested natural areas to improve forest health and resilience and to enhance and increase access to watersheds in priority neighborhoods identified by the City of Denver as both economically vulnerable and disproportionately subject to the impacts of climate change. This position is funded by a [three-year grant from The Corps Network](#).

**Reports to:** Director of Land Conservation and Operations

### **Hours & Compensation**

This is a grant-funded, full-time exempt position with a starting pay rate of \$50,000/year. 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. Some evening and weekend hours may be required for Corps-related functions. Continuation of this position beyond the grant end date is contingent on future funding. This position will be posted through August 26, 2024.

### **Areas of Responsibility**

#### **Program Development**

- In collaboration with Denver Land Conservation Program colleagues and other staff, develop MHYC's first Urban and Community Forestry Corps (UCFC) program that prepares Corpsmembers (CMs) for careers in the urban forestry and green jobs sectors. Responsibilities will include:
  - Program design
  - Training and employer partner development
  - Project development, scheduling and contracting
  - Community outreach and recruitment planning
  - MHYC program and operational planning

#### **Program Implementation**

- In collaboration with Denver Land Conservation Program staff, launch and manage the UCFC program. Responsibilities include:
  - Lead the hiring process for UCFC Crew Leaders and CMs
  - Conduct pre-project site visits and develop comprehensive plans to ensure that projects are well-executed and lead to high satisfaction rates for project partners
  - Lead program orientation and training for Crew Leaders and CMs
  - Manage day-to-day UCFC program activities
  - Provide consistent and proactive supervision of Crew Leaders and CMs, including work performance evaluations and adherence to policies and procedures
  - Maintain regular communication with MHYC supervisor, staff, and external partners



- Coordinate with MHYC Supportive Services staff and local partners to facilitate career exploration, career readiness activities, leadership development, and other professional development opportunities for CMs
- Collect and analyze project and program data and feedback to inform continuous improvement and outcomes reporting

#### **Grant Management**

- In collaboration with MHYC Finance and Land Conservation Program staff, manage the UCFC grant including:
  - Budget management
  - Oversight of purchasing, payments and reimbursements
  - Program and project outcomes reporting
  - Funder meetings and related activities

#### **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, trainings, committees and working groups
- Submit information for program and other organization reports as needed

*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**

- Knowledge of Metro Denver and residency within the metro [6-county region](#)
- One or more years of forestry, land conservation, natural resources or related experience
- Desire to further Mile High Youth Corps' mission, vision, values and strategic equity goals
- Willingness to obtain technical certifications (cost covered by MHYC)
- 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
- Valid driver's license with insurable driving record and 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
- Current or past residency in one or more [Denver NEST neighborhoods](#)

**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](mailto:staffjobs@mhyc.net) (include UCFC Programs and Pathways Manager in the email subject line). If you have questions about the position, please email: [staffjobs@mhyc.net](mailto: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. MHYC is a sub-awardee of The Corps Network; this project is funded in part by federal award number 24-CA-11132544-007 awarded to The Corps Network by Department of Agriculture, United States Forest Service.*

*More information can be found at [www.milehighyouthcorps.org](http://www.milehighyouthcorps.org)*