



DEPUTY DIRECTOR OF PROGRAMS

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

Position Overview: 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; 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).

The Deputy Director of Programs is a key member of the executive leadership team and serves as the Chief Executive Officer's second-in-command, with authority to act on the CEO's behalf — including representing the organization externally and making operational decisions — in the CEO's absence. The role provides strategic and operational leadership to advance Mile High Youth Corps' mission of helping young adults make a difference in themselves and their communities through meaningful service and educational experiences, with primary ownership of program development, implementation, and performance; program operations, including organizational safety and risk management; and cross-functional collaboration to ensure high-quality, safe workforce development, conservation, and sustainable trades programs that create lasting impact across MHYC's 24-county service area. Working closely with the CEO, the Deputy Director of Programs drives organizational effectiveness, cultivates a positive and inclusive culture, and supports long-term growth, sustainability, and community partnerships.

MHYC is entering a significant new chapter. Over the coming year, the organization will undertake a meaningful re-tooling of its structure and systems, alongside intentional change management work to evolve how we operate, and a major fundraising push to secure the organization's long-term sustainability. This is a season that calls for real energy, adaptability, and follow-through — it is not a caretaker role. We are looking for a Deputy Director who is genuinely motivated and inspired by this kind of challenge: someone who is energized by building and improving systems, comfortable leading through change and ambiguity, and eager to be a hands-on partner in strengthening MHYC's foundation for the future.

Reports to: Chief Executive Officer

Directly supervises: Program Directors, Corpsmember Success, Member Services, and Program Operations teams

Serves as: CEO's designated second-in-command; acts on the CEO's behalf in their absence

Hours & Compensation

This is a full-time, 72 hours over 2 weeks, exempt position with a starting pay rate of \$90,000-\$110,000/year dependent on experience. Paid time off eligibility begins immediately upon hire. Medical, dental, vision and life benefits are available on the 1st of the month after working 30 days. Some evenings and weekend hours may be required for Corps-related functions. This Denver-based position requires occasional travel to Colorado Springs and other regional locations.

The position will be posted until September 15, 2026.

Areas of Responsibility

Executive Leadership & Deputy Authority



- Serve as the CEO's second-in-command, exercising delegated decision-making authority across programs and operations
- Act on the CEO's behalf in their absence, including representing MHYC with funders, partners, and the board as needed
- Partner with the CEO on organizational strategy, annual planning, and board reporting
- Promote agency mission and values in all activities; attend, participate in, and lead staff and community meetings and retreats
- Serve as a thought partner to the CEO and a bridge between the executive team and program staff
- Step in as acting organizational leader for short-term CEO absences (e.g., leave, travel) at the CEO's direction
- Serve as a close partner to the CEO in leading organizational re-tooling, change management, and evolution efforts, and in advancing a major fundraising push to strengthen MHYC's long-term sustainability
- Champion organizational safety and risk management as a top executive priority, partnering closely with the Director Team to strengthen safety systems and culture agency-wide

Programs

- Oversee development and implementation of young adult workforce development programs
- Promote youth development approaches that center empowerment and cultural humility
- Promote workforce development approaches that center essential skills development and workforce readiness
- Develop and maintain durable, effective community and employer partnerships that support organizational goals
- Oversee program participant recruiting, hiring, retention, completion, and placement functions
- Oversee program staff recruiting, hiring, and retention functions

Program Operations

- Serve as MHYC's senior leader for risk management and program safety, building and strengthening safety systems, protocols, and a culture of safety across all programs and worksites
- Oversee incident reporting, safety training, and compliance with risk management standards across youth corps and AmeriCorps programming
- Oversee MHYC fleet and facilities, including vehicle and worksite safety compliance

Supervision and Staff Development

- Lead and support MHYC programs and operations staff toward advancing agency mission and strategic goals
- Supervise the Program Directors, Corpsmember Success, Member Services, and Program Operations teams
- Ensure the successful implementation of staff and Corpsmember orientations, trainings, and development activities
- Provide solution-focused support to program leaders in managing Corpsmember and staff performance issues

Budgets, Performance Metrics, and Compliance

- Oversee program assessment and evaluation



- Ensure program fidelity and AmeriCorps grant compliance
- Oversee reporting for program-related funding; ensure consistent, accurate, and timely tracking of agency and funder-related outcomes
- Ensure fee-for-service contracts meet or exceed budget requirements and achieve positive workforce development outcomes
- In collaboration with the Executive and Directors' teams, develop and manage annual programs and organizational budgets

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

Experience: The ideal candidate will possess at least 10 years of progressively responsible leadership experience, including five or more years in senior management roles with oversight of multi-functional teams and annual operating budgets of \$5 million or more. The successful candidate will have demonstrated expertise in nonprofit program development, implementation, and operations; grant development and management; strategic planning; talent development; and partnership management, with a commitment to advancing youth opportunity and community impact.

Education: Minimum BA/BS or equivalent

Requirements:

- Desire to further Mile High Youth Corps' mission, vision and values
- Genuine enthusiasm for organizational change management, re-tooling, and growth-stage fundraising, with the resilience and adaptability to lead effectively through a season of significant evolution
- Proven ability to foster a welcoming, safe and supportive environment for people of varied backgrounds
- Excellent organizational skills and attention to detail
- Exemplary interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and empathy
- Excellent verbal and written communication skills
- Excellent time management skills with the ability to prioritize tasks and to delegate when appropriate
- Project management and reporting experience
- Experience working with youth and/or young adults
- Strong facilitation skills
- 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

Preferred:

- Positive youth development (PYD), workforce development, youth corps, and/or AmeriCorps experience
- Conservation, natural resources, and/or sustainable trades sector experience
- Risk management, occupational safety, and/or emergency preparedness experience, particularly in youth-serving, field-based, or outdoor program settings



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 **DEPUTY DIRECTOR OF PROGRAMS** 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, color, hairstyle (hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race), sex (including pregnancy, childbirth or related medical conditions, and breast feeding) or gender, age, religion (including, but not limited to, religious dress and grooming practices), pregnancy, color, creed, citizenship, national origin or ancestry, ethnicity, mental or physical disability, medical condition, political affiliation, military or veteran status, family care or leave status, familial status, marital status, sexual orientation, sexual and reproductive health decisions, gender identity, genetic information or any other characteristic protected by law or any other consideration made unlawful by federal, state or local laws (together, these are referred to as "Protected Characteristics"), including Title VI of the Civil Rights Act of 1964, as amended. 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