



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

Program Support Specialist: Land Conservation (Denver)

Summary: Perform a range of program support, recruitment, hiring and human resources functions for Mile High Youth Corps (MHYC). MHYC is a regional, non-profit, AmeriCorps (www.americorps.gov) affiliated organization that engages youth in jobs that help the planet and provide pathways to a promising future. Corpsmembers work on conservation and environmental stewardship projects throughout the Denver metro area while engaging in meaningful education activities.

Reports to: Program Coordinator: Land Conservation

Essential Functions:

Program Support

- Support the transport of Corpsmembers and tools/gear in and out of the field.
- Support tool, gear, vehicle and trailer maintenance needs.
- Provide support to field-based stewardship projects based on project or programmatic needs. This includes Corpsmember mentorship.
- Manage the Safety Competition during the Summer of Service and Fall Forestry seasons.
- Collect and manage receipts from multiple card holders and complete monthly credit card expense reports.
- Assist with grant-related reporting and project accomplishments.
- Enforce the policies and procedures outlined in the MHYC employee and Corpsmember handbooks.
- Promote individual learning, leadership and personal growth among Corpsmembers.
- Support conflict resolution in facilitated one-on-one, small group and full crew conversations in the field or in the office.

Recruitment, Hiring and Human Resources Support

- Represent MHYC in the community, at job/career fairs and networking events.
- Support and track Corpsmember recruitment, pre-screening, interviewing, and hiring processes.
- Help implement recruitment and hiring plans that support the organization's diversity, equity and inclusion goals.
- Support the coordination and implementation of Corpsmember orientation and trainings as needed.
- Enter in Corpsmembers hours, print and have Corpsmembers sign, scan, and file Corpsmember timesheets.
- Support with Corpsmember paperwork compliance.
- Collect, input, and analyze data from Corpsmember surveys to improve overall program experience.

Agency Support

- Promote agency mission in all activities.
- Demonstrate a commitment to advance diversity, equity and inclusion by applying MHYC's Equity Lens to every facet of the program and consistently engaging in educational resources.
- Attend and participate in staff and land team meetings and retreats.
- Other duties and responsibilities to be assigned 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 highly encourage you to submit an application anyway.

Qualifications:

Preferred Experience: 1 year working for youth corps or in case management, social work, volunteer/non-profit support and coordination, human resources or conservation/forestry/natural resources.

Knowledge, Skills & Abilities

- Excellent written and verbal communication skills (candidates with bilingual English-Spanish proficiency preferred).
- Proficient in Microsoft Office software (Outlook, Word, Excel and Power Point).
- Ability to work in a fast-paced, creative and deadline-oriented environment.
- Ability to be solution oriented and deliver high quality customer service.
- Ability to adapt to shifting priorities and manage multiple deadlines.
- Ability to work well independently and as part of a team.
- Valid driver's license with insurable driving record required.
- Ability to legally work in the United States, which will be verified through the federal E-Verify Program.
- Must complete a pre-employment background check including fingerprinting. Pre-service drug screen required.

Hours & Compensation:

This is a full-time, hourly, non-exempt position starting on February 13, 2023 and ending on December 1, 2023. The pay rate is \$17.50-\$18.00 per hour. Hours are Monday through Thursday 7:00 a.m. – 5:30 p.m. or Monday through Thursday 7:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 12:00 p.m. Some evening and weekend hours will be required. Medical, dental and life benefits are available on the 1st of the month after working 60 days. MHYC also offers a Section 403(b) Retirement Plan. The position is open until filled.

To Apply:

Email: Send resume and cover letter to staffjobs@mhyc.net (include position title in subject line).
Questions? Email Ge'Von Martin-Collins at gevonmc@mhyc.net or call at 303-433-1206 ext. 262.

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.