



YouthBuild VISTA

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

ESSENTIAL FUNCTIONS

Program Development

- Support the development and implementation of alumni engagement strategies.
- Create programs, systems, and relationships to increase communication and engagement with YouthBuild graduates.
- Plan and coordinate alumni engagement activities and lead other projects to increase engagement with YouthBuild alumni.
- Work with the Case Manager: College and Transitions to develop and coordinate cohort building activities and alumni follow up activities.
- Work with the Case Manager: College and Transitions to build enhanced support structures for alumni as they transition to post-secondary education, such as tutoring, on-campus activities, systematic follow up, and coordination with selected staff at PSE institutions.
- Work with Case Manager: College and Transitions to support the development of a plan to increase post-secondary awareness throughout the classrooms and building.
- Support relationship building and career pathway development for the YouthBuild Health & Wellness track.
- Assist in creating sustainable resources for placements and a model of stackable employment options for Corpsmembers.
- Contribute to the development and coordination of Service Days. Provide Corpsmember training and support where needed in setting up individualized service projects.
- Oversee the development and implementation of the Martin Luther King Day all-Corps service project.
- Manage media and community outreach sources, including program photos, video and blog entries, while working closely with the Development and Marketing Department.

Recruitment/Hiring

- Work with the Outreach Coordinator to develop Youth Street Team recruitment activities for YouthBuild.
- Assist program hiring teams in implementing hiring processes as needed, including the development of processes and documentation.

Organizational Duties

- Continue to build and enhance the service project list, incorporating a wide variety of potential service project activities and organizations available for Corpsmembers to complete Independent Service Projects.
- Collaborate with all YouthBuild staff to continue to refine the tracking system of programmatic activities.
- Assist with outcome measurement and grant reporting.
- Reports to the Program Specialist: YouthBuild

QUALIFICATIONS

Education: BA or BS preferred. Professional experience in a related field may be substituted for post-secondary education.

Knowledge, Skills & Abilities

- Ability to work well with people from diverse backgrounds
- Technologically proficient, including experience with computer and data management programs (MS Word, MS Excel, Access, etc.). Experience with database systems preferred
- Ability to work well independently and in a team
- Ability to complete tasks in a detail-oriented and timely manner
- Committed to development and empowerment of young people
- Strong verbal and written communication skills
- Strong computer skills and knowledge of Microsoft Office programs such as Word, Excel, and Publisher
- Bilingual (English/Spanish) preferred
- Ability to legally work in the United States
- Pre-employment drug screen may be required

Hours, Compensation and Benefits

- **This is a one-year (Jul. 31, 2017-Jul. 27 , 2018), full-time AmeriCorps VISTA position (subject to VISTA restrictions) that pays an annual living stipend of \$14,665, equating to approximately \$562 bi-weekly before taxes.**
- Week day office hours are typically 8:00 am to 4:30 pm, Monday through Thursday and 8 am to 4 pm on Fridays.
- **\$5815 Ed Award or \$1,500 stipend upon completion**
- Optional enrollment in the AmeriCorps VISTA Healthcare Allowance program.
- 10 sick days and 10 vacation days
- Opportunities for professional development training throughout the year
- Relocation allowance up to \$1,000 provided by the Corporation
- Child care allowance provided by the Corporation

To Apply: Apply online at www.americorps.gov or submit cover letter and resume, to staffjobs@mhyc.net and put "YouthBuild VISTA" in the subject line.

No phone calls please. For more information on MHYC, go to www.milehighyouthcorps.org.

Mile High Youth Corps is an Equal Opportunity Employer