



ASSOCIATE DIRECTOR POSITION DESCRIPTION

Position Title:	Associate Director
Position Type:	Full-time, regular
Location:	Denver, Colorado – CYCA offices
Reports to:	CYCA Executive Director
Salary Range:	\$47,000 to \$50,000
Benefits:	Paid vacation, sick, holidays, retirement, health & dental

The Colorado Youth Corps Association (CYCA) mission is to advance the Colorado conservation corps movement. As a statewide association, CYCA raises resources for corps; assures quality through annual conservation corps accreditation; promotes conservation corps through legislative advocacy and strategic communications; and provides technical assistance on all aspects of corps operations.

Essential Functions:

The Associate Director is the primary staff person to oversee all CYCA programs, internal operations, and member services. The Associate Director serves the needs of accredited youth conservation corps and other partners to advance the youth corps movement as well as maintain and enhance quality programs for Colorado's youth and young adults.

Supervision – Provide supervision for the Contract Manager, the Office Manager/Bookkeeper, and an AmeriCorps VISTA Leader.

AmeriCorps Grant Management – Manage \$1.55 million AmeriCorps Fixed Award grant with 6 service locations across the state:

- Oversee comprehensive grant compliance and provide ongoing technical assistance for service locations on internal grant policies and procedures; and the latest AmeriCorps regulations and guidance
- Develop technical assistance curricula for service location staff; and plan and facilitate trainings including annual compliance summit for all service locations
- Oversee member timekeeping, financial tracking, and invoicing systems within the OnCorps AmeriCorps database and internal CYCA tracking systems
- Manage the OnCorps AmeriCorps database and eGrants AmeriCorps portal; and provide technical assistance for service location staff regarding member enrollments, exits and citizenship verification through these platforms
- Track and report progress against performance measurements trimesterly across all service locations and compile aggregate reports for Serve Colorado, our state AmeriCorps commission
- Conduct annual service location site visits and host annual Serve Colorado monitoring visits
- Represent CYCA and service locations to Serve Colorado including requests for information, monthly conference calls, programmatic updates, regional conferences and professional development trainings

Accreditation – Facilitate an annual accreditation process for nine conservation corps:

- Recruit and orient peer reviewers from youth conservation corps and valued partners
- Organize and lead multiple review committees
- Collate and report results to CYCA's Board of Directors
- Collaborate with youth conservation corps directors to perform annual revisions of the process

Colorado Corps Internship Project– Oversee statewide internship program in partnership with four youth conservation corps and the Bureau of Land Management:

- Support the Executive Director in oversight of the contracting of internship projects at Bureau of Land Management field offices across Colorado
- Support the Executive Director in oversight of program fiscal management including invoicing and tracking
- Provide technical assistance to youth conservation corps such as recruitment, reporting, and invoicing
- Review and revise internship programmatic regulations and guidance as needed

Complete other duties as assigned – Attend stakeholder meetings, liaise with the media, perform legislative outreach, and other duties assigned by the Executive Director

Qualifications:

- Bachelor’s degree required, masters degree preferred
- Experience in AmeriCorps grant management required
- Experience with OnCorps and eGrants AmeriCorps digital platforms preferred
- Five years of nonprofit leadership experience preferred
- Background in grants and contract management preferred
- Experience directly supervising colleagues preferred
- Experience planning and leading workshops or conference sessions
- Highly proficient with Microsoft Office
- Valid Colorado driver’s license and clean driving record
- Must successfully pass State of Colorado and Federal Bureau of Investigation background check
- Ability to travel frequently in-state; and travel out-of-state several times per year

Manual Functions – While performing the duties of this position, the employee is frequently required to walk, sit, talk and/or hear. The employee is frequently required to use hands to operate objects, tools, or controls, and to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision and the ability to focus. When traveling in-state for work the employee is often required to drive a CYCA-owned Subaru Forester with automatic transmission.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. CYCA is an equal opportunity employer. All individuals are encouraged to apply.

Application Deadline: Sunday, June 11, 2017 by 8:00 PM Mountain Standard Time

Preferred start date prior to July 14, 2017

Electronic Submission Only—submit the following materials to Nancy Weil, Office Manager, at nweil@cyca.org:

- **Resume**
- **Cover letter which should include overview of experience designing and implementing systems for efficiency and organization**
- **CYCA application**
- **Three professional references**