



## ASSOCIATE DIRECTOR POSITION DESCRIPTION

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Position Title:	Associate Director
Position Type:	Full-time, exempt
Location:	Hybrid—report to CYCA offices in Denver on Mondays and Thursdays at minimum
Reports to:	CYCA Executive Director
Salary Range:	\$73,000 to \$78,000 annually
Benefits:	Paid vacation, sick leave, family leave, holidays, retirement, and health & dental for employee and partner

**COVID-19 Vaccination:** Due to engagement with individuals in elevated risk categories from COVID-19, CYCA employees must be vaccinated and be able to provide acceptable proof of vaccination upon request.

**MISSION:** The Colorado Youth Corps Association’s (CYCA) mission is to serve on behalf of conservation corps that transform lives and communities through service, personal development, and education statewide. CYCA raises resources for corps; assures quality through accreditation; promotes corps through legislative advocacy and strategic communications; and provides technical assistance on all aspects of corps operations.

Colorado Youth Corps Association is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by applicable law. If you need assistance or a reasonable accommodation due to a disability during the application or recruiting process, please send a request to Nancy Weil, the initial recipient of applications for this position.

**Essential Functions:** The Associate Director is responsible for advancing the Colorado conservation corps sector in four areas: workforce development, AmeriCorps strategic planning and oversight, supporting the CYCA network of corps, and partnership management.

**Supervision Responsibilities:** The Associate Director is responsible for supervising the AmeriCorps and Contract Manager position.

**WORKFORCE DEVELOPMENT** – Develop and execute strategies to create career pathways for young adults in Colorado and secure CYCA’s status as a statewide leader in workforce development:

- Strengthen the impact of the “Careers in Natural Resources Initiative,” a statewide coalition co-founded by CYCA consisting of land-management agencies, nonprofits, higher education, and other stakeholders focused on fostering career development:
  - Increase engagement in CYCA’s two keystone career development tools: our adult job-seeker guide and our high-school-focused career-exploration website
  - Lead a comprehensive revision of the job-seeker guide to include the latest federal and state hiring policies and procedures
  - Facilitate direct trainings to corps members, college students, and other young adults interested in natural resource careers on utilizing our job-seeker guide

- Facilitate train-the-trainer events to empower “career influencers” such as internship supervisors, corps staff, and higher education faculty to utilize CYCA’s workforce development tools independently
- Strengthen CYCA’s relationship with Colorado Department of Labor & Employment, prospective employers, and other stakeholders to support corps-to-career pathways
- Support the CYCA Executive Director in pursuing funding for workforce development

**AMERICORPS STRATEGIC PLANNING AND OVERSIGHT** – Provide strategic planning and oversight for the two largest grants in Colorado encompassing \$5.2 million awarded, 600 members enrolled and 6 service locations across the state:

- Supervise the AmeriCorps and Contract Manager, responsible for day-to-day AmeriCorps operations and compliance
- Lead the external evaluation process for CYCA’s grants including liaising with the evaluators, training service locations in procedures, and managing the budget
- Serve as the primary liaison to Serve Colorado, the state AmeriCorps commission, in strategic discussions, such as implementation of new compliance requirements, growth of existing grants, and supporting other AmeriCorps grantees statewide
- Tell the story of CYCA’s groundbreaking “Colorado Climate Corps” AmeriCorps program by facilitating VIP visits, engaging the media, and exploring ways to raise our profile statewide

**SUPPORTING THE COLORADO CORPS NETWORK** – Maintain the supportive culture among CYCA-accredited corps and provide outstanding advocacy and technical assistance to corps’ leadership:

- Lead a professional development track for program managers at the annual statewide CYCA corps retreat in November
- Facilitate peer-to-peer learning and sharing of best practices throughout the year
- Manage an annual accreditation process for the eight conservation corps members of CYCA
- Represent the Colorado corps movement at conferences, thought leadership committees, and other opportunities

**PARTNERSHIP MANAGEMENT** – Represent the Colorado corps sector to natural resource partners who collectively invest millions of dollars annually in our youth, young adults, and public lands:

- Oversee CYCA’s relationship with a portfolio of project partners including Colorado Parks & Wildlife and Great Outdoors Colorado (GOCO)
- Manage CYCA’s internship program with Colorado Parks & Wildlife
- Manage a \$1 million grant program for corps projects in partnership with GOCO
- Support the Federal Partnerships & Contracts Manager, AmeriCorps Grants & Contracts Manager, and Bookkeeper as needed with financial tracking, reporting, and compliance
- Solicit, analyze, and communicate feedback from project partners to CYCA-accredited corps as needed
- Provide swift and reliable technical assistance to partners
- Raise the profile of CYCA partnerships to diverse audiences across the state
- Support the Executive Director in exploring investments by new and existing project partners

**COMPLETE OTHER DUTIES AS ASSIGNED** – Assist with planning public events, attend stakeholder meetings, and other duties as assigned by the Executive Director

**Skills and Qualifications:**

*This position does **not** require previous experience in all the duties and responsibilities outlined above. If you are interested in this position, but are concerned that you do not have enough experience or qualifications, we strongly recommend you apply anyway. This position will adapt and evolve to amplify the strengths of the right team member while creating a plan for professional growth in other areas. We are seeking an individual who finds satisfaction and fulfillment in being extremely well-organized and relentlessly detail-oriented as well as being positive and having an ambition to learn.*

- Background in AmeriCorps grant management highly valued
- Management experience in conservation service corps sector highly valued
- Experience in strategic communications and marketing
- Stellar customer service a must
- Experience planning and leading workshops, trainings, or conference sessions
- Passion for career readiness and workforce development for young people
- Highly proficient with Microsoft Office
- Valid Colorado driver's license and clean driving record
- Must successfully pass background check
- Ability to travel in-state, both day and overnight trips, which may include driving CYCA's SUV; and multi-day travel out-of-state is expected to occur at least twice a year

**Physical Requirements** – CYCA is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. The employee must occasionally lift, carry, push, pull, or otherwise move objects up to 30 pounds. This position *may* be required to climb, balance, stoop, kneel, crouch, or crawl on an infrequent basis. When traveling in-state for work the employee is often required to drive a Subaru Forester with automatic transmission.

**Applications accepted until the position is filled**

**Preferred start date: prior to April 15, 2023**

**Electronic Submission Only**—submit the following materials to Nancy Weil, Office Manager, at [nweil@cyca.org](mailto:nweil@cyca.org):

- **Resume**
- **Cover letter in which the applicant outlines any experience in AmeriCorps grant management; and explains which particular duty or responsibility is the most exciting to you personally.**
- **Three professional references (will not contact without your permission)**