Title: Young Adult Engagement Manager  
Employment Status: Full-Time

Department: People and Culture  
FLSA Status: Exempt

Reports to: Director of Engagement  
Supervises: AmeriCorps members, Volunteers

Who You Are:
You’re someone who people can rely on and you’re always there when they need a helping hand. You’re friendly and comfortable striking up a conversation with anyone. You also create an atmosphere of trust that allows you to guide people through conflict resolution. You like variety, you’re able to see the big picture while managing details of multiple projects at once. You’re looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment how approachable, organized, and engaging and you are. You know in your heart it’s time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:
Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God’s love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red-served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

As an advocate for policies that create and preserve affordable lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has housing, build wealth through homeownership, and stabilize communities experiencing involuntary displacement, Habitat Metro Denver engages the community to be a catalytic force at federal, state, and local levels.

How We Succeed Together:
Habitat Metro Denver’s Cultural Blueprint highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.
Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other’s backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION: The Young Adult Engagement Manager is responsible for all AmeriCorps, youth, and young adult volunteer programming. This includes recruitment, onboarding, management, training, recognition, and retention. This position is also responsible for specific volunteer engagement outreach campaigns. The position works as a part of the People and Culture Team to grow the volunteer programs in support of overall volunteer engagement at Habitat Metro Denver. The Young Adult Engagement Manager also works closely with Construction and ReStore departments to identify opportunities and create a positive and productive environment for volunteers.

The following reflects the organization’s definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

AmeriCorps Host Site Management
- Oversee all elements of the AmeriCorps program for the organization
  - Work collaboratively with AmeriCorps supervisors and program managers to identify opportunities to host AmeriCorps members and support members throughout their term of service
  - Work with Habitat for Humanity International to apply to host AmeriCorps members and implement all AmeriCorps program requirements, including quarterly reporting
  - Plan for and perform recruitment for AmeriCorps members, including reviewing candidates, interviewing and reference checks
  - Provide regular communication and updates for current and prospective AmeriCorps members
  - Coordinate and implement AmeriCorps orientation and ongoing training
  - Provide ongoing support and mentorship for AmeriCorps members
  - Conduct semi-annual reviews for AmeriCorps members
  - Organize recognition events and regular appreciation for AmeriCorps members
- Serve as main point of contact for affiliate-owned AmeriCorps housing
- Manage the AmeriCorps National Community Civilian Corps (NCCC) teams during certain times of year, as applicable

Youth and Young Adult programming
- Organize, manage, and evaluate the ReStore Summer Internship Program
- Manage, support, and recruit for paid and unpaid internship opportunities
• Work with Volunteer Team to host out-of-town Collegiate Challenge and Alternative Break volunteer groups
• Manage and develop strategic partnerships with organizations that provide hands-on skills training through volunteering with Habitat

Outreach & Engagement
• Utilize data to develop and implement volunteer outreach and recruitment campaigns (Winter Warriors, Explore the Core, Hats Off for Home Repair, etc.)
• Maintain online presence of all volunteer opportunities
• Work with Marketing Team to coordinate e-mail marketing and social media efforts
• Represent Habitat Metro Denver at Volunteer Fairs within the community
• Support Volunteer Team for department-wide events

Leadership
• Work to advance the Service Enterprise Initiative, a national change-management and capacity-building program that is transforming the way we engage volunteers to better meet our mission
• Support the Director of Volunteer Engagement in training staff on volunteer engagement best practices
• Enhance the organization’s culture by reinforcing core values and fostering a positive work environment
• Recruit and supervise volunteer support, as needed

KNOWLEDGE, SKILLS, ABILITIES:
• Enthusiastic and teamwork focused, with a strong customer service orientation
• Ability to successfully manage multiple programs, projects, and timelines simultaneously
• Well organized and detail oriented
• Effective leadership and team building skills
• Self-motivated, able to both work independently and actively contribute as a member of the Volunteer team.
• Possess tact and flexibility
• Diplomatic in delicate situations with volunteers, staff, donors, and other stakeholders
• Exceptional organization and oral and written communication skills
• Ability to manage multiple projects simultaneously
• Excellent interpersonal skills and experience interacting with people from diverse backgrounds

EDUCATION, EXPERIENCE:
• 2-3 years experience in the field of volunteer management or equivalent combination of experience, education and training
• Certificate in Volunteer Administration (preferred)
• Personal volunteer experience
• Experience with long-term National or International Service programs (AmeriCorps or Peace Corps)
• Must be proficient in Microsoft Office Suite;

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:
• Ability to work at a computer for extended periods of time
• Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable
• Some weekend and evening hours required
• Proof of COVID-19 vaccination required for employment

WORK ENVIRONMENT AND CONDITIONS:
• Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days)
• Most work done indoors in an office or meeting setting
• Participation in special events
• A valid driver’s license and the ability to be insured under HFHMD’s auto insurance policy (preferred)
• A Motor Vehicle Report (MVR) will be run for insurance purposes
• Valid driver’s license and ability to be insured under the company’s insurance policy is a prerequisite
• Comfortable driving a company van shuttling team members to various locations & events

The Starting Salary Range for this position is $55,400 - $60,400 with consideration given for applicable education and/or experience above the minimum requirements.

Benefits available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please send resume or work history and statement of interest to HRRecruiting@habitatmetrodenever.org for consideration.

At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.