



Title: Recruitment and Member Support Director

Date: March 13, 2017

Reports to: Associate Director

Salary: Group 4 (\$36,000 – 40,000)

Location: Tucson or Flagstaff, AZ

Status: Full-time, Exempt, Regular

Benefit Eligible: Full as per Policies

Summary:

The Recruitment and Member Support Director is responsible for overseeing Arizona Conservation Corps (AZCC) member admission processes and procedures for all programs. This position coordinates the member experience of over 500 participants annually. This position interacts with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. This position supervises the Recruitment and Member Support team, which consists of multiple staff in offices across the state. The Recruitment and Member Support Director is part of the AZCC Statewide Management Team and reports to the AZCC Associate Director.

Essential Responsibilities and Functions:

Recruitment and Admissions

- In collaboration with the Associate Director, forecast recruitment needs for all AZCC programs based on project needs and AmeriCorps slot availability
- Communicate recruitment needs to regional/program Recruitment and Member Support Coordinators in a timely manner
- Manage and support the recruitment and hiring of all AZCC participants including: Field, Local, Ancestral Lands, Veterans, Individual Placements, and YCC
- Oversee electronic onboarding process and background checks for members to ensure compliance with Conservation Legacy and AmeriCorps requirements

Member Support

- Manage pro deals and gear donations for appropriate use and distribution
- Manage career development opportunities including resume writing workshops and networking events with federal, state and local land management agencies
- Develop post-AmeriCorps workshops, instructing members on ways to use Segal Education Awards

Community Outreach and Marketing

- Monitor social media and other outreach to ensure cohesive and appropriate organizational message and presence
- Coordinate AZCC participation in National Days of Service, AmeriCorps Week Service and local community service projects
- Respond to general inquiries from AZCC's website and the general public in a timely manner
- Develop and provide clear, concise and audience-appropriate presentations about AZCC for the public to recruit, inform, and inspire

Program Support and Administration

- Implement effective and efficient administrative systems for member recruitment, enrollment, evaluation, exiting, reporting and marketing.
- Collect and compile member demographic and impact information for AmeriCorps, Conservation Legacy, and other reporting needs.
- Communicate regularly with program staff to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement.
- Manage applicable budgets, such as: Recruitment, Marketing, and Corpsmember Incentives

Staff Support

- Function as the liaison between AZCC and Conservation Legacy Support Office in terms of human resources and staffing needs
- Assist and advise in the development of AZCC staff position descriptions and offer letters
- Provide recruitment support for staff positions as requested
- Facilitate and coordinate all staff onboarding and exiting needs

Regional and Organizational Support

- Maintain productive relationships and interface significantly with the other staff to provide assistance and communication regarding administrative details, operations, and other program items.
- Participate in weekly statewide, regional, and development staff meetings and support other staff as appropriate.

Supervisory Responsibilities

- Supervise and support the Recruitment and Member Support Staff
- Monitor, review, and approve Recruitment and Member Support Staff hours and paid-time-off requests

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Recruitment and Member Support Director is required to sit, stand, walk, speak and hear. The Recruitment and Member Support Director may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Recruitment and Member Support Director may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Qualifications:

- Minimum of 2 years managing administrative systems in non-profit or similar organizations.
- Experience supervising full time staff.
- Experience with human resources management and admissions/hiring processes.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Outstanding organizational and time management skills, and ability to prioritize.

- Self-motivated, decisive, and able to work independently.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
- Bachelor's Degree (BA/BS) from a four-year college or university preferred.
- Valid driver's license and an insurable driving record.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Must be able to pass a criminal history background check.
- Previous experience with a Corps or youth serving organization preferred.
- Previous experience in working with AmeriCorps funding, requirements, and reporting preferred.

To Apply: Send Cover letter and resume to Michelle Marsich,
michelle@conservationlegacy.org