

Staff Position Description

Title: Ancestral Lands Conservation Corps Director of Administration

Starting Salary Range: \$53,656 – \$61,167

Location: Any ALCC office location (Acoma, Albuquerque, Gallup, Hopi, Zuni). Partial Remote Work Eligible

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Reports to: ALCC Corps Director

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Program Summary:

Ancestral Lands Conservation Corps is a program of Conservation Legacy. Our vision is to lead our Nations back to ecological and cultural well-being by engaging underrepresented Indigenous youth and young adults in conservation service programs that reconnect participants to the land while preparing them for careers in cultural and ecological protection. We work to remove barriers to participation, education, and employment by partnering with Tribes, local community organizations, agencies, and institutes of higher learning to create paid service and career training opportunities, personal and professional development, and pathways to postsecondary education and employment.

Position Summary:

The ALCC Director of Administration will support ALCC programming by overseeing administrative functions and supporting recruitment and member support functions of the program. The Director of Administration will work with ALCC Leadership to develop and implement processes to onboard all participants and seasonal staff, while tracking and maintaining compliance with AmeriCorps policies and procedures. This position will supervise ALCC staff to support the Administrative and Grant Management processes. Preference in hiring is given to qualified Native American applicants.

Outcomes & Functions of Position:

General Administration

- Manage and lead the format, workflow, reports, and views creation and content of administration oversight in Sales Force.
- Ensure the process of collecting upcoming seasonal staff and participant documents complies with internal and external requirements.
- Develop and refine selection/hiring, exiting, and payroll processes to ensure all participant files are accurate and compliant with federal, state, and AmeriCorps requirements.
 - Including onboarding, criminal history checks (CHC), driver insurability.

- Lead trainings on the aforementioned processes and systems (onboarding, AmeriCorps payroll, criminal history checks, etc.).
- Maintain regular communication with ALCC leadership and program staff; identify challenges and concerns; and help strategize solutions to mitigate challenges.
- Lead use of and serve as primary manager for multiple systems, including Fieldprint, Truescreen, Bamboo HR, Evolution Payroll Services (EVO), eGrants, Fintwist.
- Lead and manage manual check writing process, including assurance of completion of needed paperwork, issuing checks, tracking checks, and monthly reporting to Business Office.
- Work with Regional, Central, and Program staff to support overall Administration needs.
- Supervise and mentor Grant Writer and supervise, mentor, and train Administration Assistant to help or lead above tasks and.
- Support program staff in meeting recruitment and onboarding deadlines.

AmeriCorps Grant Management

- Oversee collection and compilation of member demographic and performance measures for AmeriCorps, Conservation Legacy, and other reporting needs.
- Work with Directors to estimate AmeriCorps slot needs, request slots and manage assignments in Sales Force. Work with Regional and Central staff to track slot usage and update as needed based on programmatic usage and needs.
- Lead communications with New Mexico State AmeriCorps Commission and ensure ALCC meets all grant requirements, including deliverables, reporting deadlines, MSY usage, etc.

Payroll

- Compile biweekly payroll summaries.
- Setup users and enter data into payroll system.
- Troubleshoot payroll issues.
- Lead research of state requirements for PTO, Sick Time, and other compensation. Lead development of policies and protocols to ensure ALCC is in compliance with state laws.

Member Development

- Work with staff to identify and create resources and trainings to support member and leader personal and professional development.
- Lead the creation and management of career development opportunities including resume building workshops, financial literacy, career and college fairs, etc.
- Develop workshops for members on how to utilize AmeriCorps education awards, direct and Public Lands Corp hiring authorities, etc.

Organizational Advocacy

- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plan.
- Reports potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other “Hats” You May Wear: Customer Service, Relationship Development, Marketing, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

Physical Requirements:

Conservation Legacy 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. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver’s License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization’s criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum 3 years of experience in administration.
- Minimum 3 years experience training, onboarding, evaluating, supervising, and motivating staff.
- Minimum 3 years of experience working with Indigenous communities, staff, or programs.

Preferred Qualifications:

- Bachelor’s Degree in Business, Accounting, or a related field or 5 or more years working as an Administrative Manager or Director
- Preference in hiring is given to qualified Native American applicants

Other Competencies Desired for this Position’s Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Chas Robles at chas@conservationlegacy.org. Subject line must include “Applicant_(Your Name)”.
2. Cover Letter Must Include: a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy 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 law. We also consider

qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

 Recoverable Signature

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Signed by: S-1-12-1-108053070-129440278-24800905-3253292/a48741c2-171b-45d1-b9f8-fa3954