

# Staff Position Description

**Title:** Ancestral Lands Conservation Corps Program Director

**Starting Salary Range:** (current Grade: bottom-\$TBD by Central HR) The starting salary range for this position will be in the \$71,900 - \$74,057 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Albuquerque, NM, Gallup, NM, Zuni Pueblo, NM, Acoma Pueblo, NM, Kykotsmovi, AZ, or Flagstaff, AZ. Partially remote eligible.

**Status:** Full-Time, Exempt

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

**Reports to:** Senior Program Director

**Posting Period:** Please apply before February 3, 2025.

## 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.

## Position Summary:

The Program Director is responsible for safe and efficient crew operations across all ALCC offices. The Program Director will work closely with the Senior Program Director to train and mentor Program Managers and Coordinators, develop and maintain management and data systems, and critically evaluate the program experience to implement corrections and refinements. The Program Director position will require significant field work to model and support ongoing program delivery in remote locations. Given that ALCC is a complex and geographically dispersed program, the successful director will rely on their facilitation and team-building skills to cultivate a collaborative and challenging culture among their team and across the organization, all while reinforcing a sense of accountability and integrity.

## Outcomes & Functions of Position:

### Program Management

- Direct, plan, and oversee the implementation of all aspects of ALCC crew programming of assigned offices.
- Maintain strong working relationships with a diverse array of land managers and partners.
- Work with Senior Program Director and Managers to create and maintain operational schedule.
- Ensure compliance with all Conservation Legacy and ALCC field policies and procedures; ensure risk management practices are effective and observed.

- Participate in planning for growth and management, such as reorganization plans, staffing patterns, strategic plans, development plans, etc.
- Manage and participate in incident management systems.
- Manage and monitor program and organization tracking and reporting systems.
- Periodically visit crews in the field to assess program quality.
- Communicate clearly and professionally with Conservation Legacy staff and supervisors.

### **Supervision and Oversight**

- Supervise, train, and mentor Program Managers and Coordinators.
- Provide conflict management support for field personnel.
- Facilitate regular operations team meetings.
- Lead the hiring, management, and evaluation of Coordinators, Field Technicians and Crew Leaders.
- Develop crew leader training curriculum.
- Manage and conduct check-ins with supervised staff on a weekly or bi-weekly basis.

### **Administration**

- Process and maintain accurate personnel documentation, including timesheets.
- Ensure all onboarding and AmeriCorps paperwork is processed in a timely manner.
- Manage and approve supervised staff credit card reconciliation on a monthly basis.
- Work closely with all administrative staff to ensure that workers compensation and member suspension forms are completed, submitted, and communicated in a timely manner.
- Compile accomplishment data and narratives for grant reports.

### **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 Plans goals.
- Reports any 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, Administrative, 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:**

- Familiarity with Microsoft Office programs and applications, or similar platforms.

- 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.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Three or more years of year-round supervisory experience in a conservation corps or youth development setting.
- Technical competence and experience in dry stone masonry, full bench trail construction, trail maintenance, fence construction and maintenance, crosscut saw operation and maintenance, and chainsaw operations and maintenance.
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor.
- Current Wilderness First Responder. If not current, willingness to work to obtain certification.
- Current B or C cert on Chainsaw and Crosscut saw. If not current, willingness to work to obtain certification.
- Current Arizona or New Mexico Pesticide Applicators License. If not current, willingness to work to obtain certification.
- Bachelors degree in Environmental Science, Natural Resource Management, Non-profit Management, or other related field or comparable experience.

**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](mailto:chas@conservationlegacy.org).
2. Cover Letter Must Include:

Subject line includes "Applicant\_(Your Name)".

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. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.*

*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.*