

# Staff Position Description

**Title:** Administrative Specialist

**Starting Salary Range:** \$18.27-\$18.82/hr

**Location:** Acoma Pueblo, NM, Albuquerque, NM, Gallup, NM, Kykotsmovi, AZ, or Zuni Pueblo, NM, and Partially Remote Eligible

**Status:** Full-Time, Non-Exempt

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

**Reports to:** Senior Program Director

**Important Requirement:** Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

## 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 (ALCC) is a program of Conservation Legacy (CL). ALCC provides opportunities for Indigenous youth, young adults, and recent-era military veterans in New Mexico and Arizona and works with other Native American communities and conservation corps across the country to provide similar opportunities. Our vision is to lead our Nations back to ecological and cultural well-being and we do this by empowering individuals to positively impact their lives, their communities, and the environment. ALCC's crews and Individual Placements are supported from operational bases in Acoma Pueblo, the city of Albuquerque, Zuni Pueblo, the city of Gallup, and Kykotsmovi (Hopi) and a Regional Individual Placement program.

## Position Summary:

This position will provide general administrative assistance for the daily operations and maintenance of databases and systems for Ancestral Lands Conservation Corps (ALCC), a program of Conservation Legacy (CL). This position interfaces significantly with ALCC and CL staff on financial processes, onboarding and exiting of seasonal participant employees and AmeriCorps participants; AmeriCorps compliance, and general support/other areas of administrative support. The Administrative Assistant position can be located within one of five Ancestral Lands offices: Albuquerque, Gallup, Acoma, Zuni, or Kykotsmovi (Hopi). Some travel and overnight stay will be required.

## Outcomes & Functions of Position:

### Payroll and Human Resources:

- Set up seasonal staff, participant employees and AmeriCorps members in personnel database (Salesforce) and payroll software (Evolution).

- Create payroll summaries, obtain proper approvals, and process payroll documentation in an accurate and timely manner, including updating state tax forms as needed.
- Assist with the onboarding process for seasonal staff and members, processing criminal history checks, and completing E-Verify.
- Maintain appropriate documentation/files to fulfill compliance from funders, state, federal and internal policies within systems as determined by procedures and protocols.
- Continue education and awareness of internal and external policies and rulings impacting internal processes, including state and federal compensation laws.

**General Office:**

- Maintain and update office equipment inventory.
- Advocate on behalf of ALCC staff and participants regarding the creation of policies, protocols, and expectations.
- Train staff and crew leaders on visa reconciliation and responsible credit card usage.
- Maintain inventory of active and canceled credit cards.
- Serve as point of contact for and manage invoices from National Criminal History Check vendors.
- Support field staff with administrative and database questions and concerns.

**Field Operations Support:**

- General administrative support and training for program operation needs, including travel to other ALCC offices providing direct administrative support and trainings as needed.
- Process and track workers compensation claims.
- Train participants in workers compensation claims process, credit card reconciliation.

**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 Responsibilities you may have:** Customer Service, Relationship Development, Public Relations, Mentorship to Others, Facilitator, Trainer

**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.*

**Minimum Qualifications:**

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities, especially within Indigenous communities.
- Associates degree OR equivalent work experience
- Minimum 1-year recent experience working in Administration, as an Administrative Assistant, or previous experience working with a Corps program in an administrative role.
- An aptitude for data entry systems and capability to train others in its use.
- Familiarity with Microsoft Office programs and applications (Outlook, Teams, Sharepoint, Word, Excel), or similar platforms.
- Valid Driver's License and Insurable Driving Record.
- Must be able to pass the organization's criminal history check requirements.

**Preferred Qualifications:**

- 2+ years working with Indigenous communities or populations.

**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 Kyle Trujillo at [ltrujillo@conservationlegacy.org](mailto:ltrujillo@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. 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.*

