

# Staff Position Description

**Title:** Program Coordinator (Indigenous Focus)

**Starting Salary Range:** The annual starting salary range for this position will be in the \$47,700 to \$49,100 yearly 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:** Tucson, Arizona (In Person & Not Remote Eligible)

**Status:** Full-Time, Exempt

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

**Reports to:** Program Director

**Hiring Timeline:** ASAP once qualified applications are received.

## 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 address high priority needs of 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:

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities, and the environment. AZCC has operational bases in Tucson and Flagstaff, AZ. AZCC, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults, and recent era military veterans with conservation service work projects on public lands.

The Program Coordinator's primary responsibilities are to assist in recruiting, hiring, training, supervising, and mentoring seasonal field staff including Field Technicians, Crew Leaders, and Assistant Crew Leaders. The Program Coordinator engages and motivates seasonal staff and AmeriCorps crew participants to complete challenging and impactful outdoor conservation service projects. This position is responsible for ensuring an inclusive, positive, and safe learning environment that promotes participants' work ethic, team-building skills, and stewardship. The Program Coordinator is responsible for overseeing and maintaining consistent quality control, risk management, quality data, and program integrity. The Program Coordinator will work alongside other AZCC staff to support high-quality programming by maintaining partnerships, coordinating field projects, conducting pre-project site visits, managing field projects, and maintaining the crew's tools and field equipment. Office and fieldwork are required for this position, and the ability to work a flexible schedule is critical.

This Program Coordinator will work closely with our crews, members, and partners from regional indigenous communities, as well as support all of our crews and program needs.

## **Responsibilities & Functions of Position:**

### **Programmatic and Management Responsibilities:**

- Assist Program Director in planning and overseeing the implementation of all aspects of AZCC crew programming of assigned office.
- Support and train Field Technicians to ensure quality programming, and maintain strong partnerships through project coordination.
- Assist AZCC Directors in maintaining a strong working relationship with a diverse array of land managers and partners.
- Work with AZCC staff to organize and coordinate crew graduations.
- Interview crew member and crew leader applicants as needed.
- Communicate clearly and professionally with Conservation Legacy staff and supervisors.

### **Supervisory Responsibilities:**

- Assist Program Director to hire, orient, and train Field Technicians and Crew Leaders.
- Supervise, mentor, support and evaluate Field Technicians and Crew Leaders.
- Guide crew conflict resolution and restorative justice practices as per the Field Operations Manual.
- Manage and conduct check-ins with supervised staff on a weekly or bi-weekly basis

### **Administrative Responsibilities:**

- Work with Program Director to ensure timecards and payroll are submitted in a timely manner
- Work with Program Director to ensure that all on-boarding and AmeriCorps paperwork is processed in a timely manner.
- Manage and review supervised staff Credit Card reconciliation by monthly due dates. Assist staff in recovering lost receipts as needed.
- Work with Program Director to ensure that workers compensation and member suspension forms are completed, submitted, and communicated in a timely manner.

### **Project Support**

- Assist with remote crew operations based out of indigenous communities in and around southern Arizona, including frequent travel outside of Tucson
- Work with project partners to develop and write project expectations and specifications.
- Clearly communicate project work plans to Field Technicians and Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation.
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Maintain a staff presence in the field, including frequent overnight stays.
- Manage and collect data from crews at the end of each hitch.
- Maintain and organize multiple information systems and databases after each hitch.
- Serve as a responder to AZCC field emergencies, including being part of a shared “on-call” rotation for after-hours support
- Fill in as needed to support crews in the field.

### **Logistical Support**

- Assist Program Director to ensure the shop, fleet, equipment, and other practical crew needs are met.

Updated Month/Year

Staff Name

- Manage and ensure that all field equipment and fleet needs are clearly communicated with the Program Director at the end of each hitch.
- Manage and ensure that all logistics data sheets are completed and turned in at the end of each hitch.
- Ensure that crew tools and equipment are maintained, repaired, and ready for each hitch.
- Work with Program Director to schedule vehicles for each hitch.
- Assist Program Director in vehicle and trailer repairs/maintenance.
- Assist Program Director in ensuring vehicles have current registration and insurance.
- Report to Program Director on office and crew supply purchase needs
- Manage office parking lot and parking plans.
- Manage First Aid and vehicle kits
- Manage loaner gear supplies and repair
- Manage Crew gear supplies, maintenance, and repair
- Manage PPE and uniform inventory and assignments
- Assign light duty tasks as needed.

### **Training Support**

- Work closely with all AZCC Program Directors and peers to facilitate and implement all crew orientations and field training.
- Assist Program Directors in finding quality sites for training.
- Coordinate with AZCC staff in facilitating a wide variety of in-house trainings such as, but not limited to, leadership, team building, chainsaw and crosscut operations, pesticide application, trail work, defensive driving, Wilderness First Aid, Leave No Trace, and AmeriCorps orientation.

### **Organizational Advocacy**

- Successfully engage, lead and support an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Lead and/or participate in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Report any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assist or lead 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.*

Updated Month/Year  
Staff Name

**Qualifications:**

- Experience living and working in and with indigenous communities; preferably in southern Arizona
- 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.
- 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 Pesticide Applicators License. If not current willingness to work to obtain certification.

**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 Dusty Miller at [dmiller@conservationlegacy.org](mailto:dmiller@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.*

*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.*

Updated Month/Year  
Staff Name