

# Staff Position Description

**Title:** Program Coordinator

**Starting Salary Range:** \$40,480 - \$41,695 DOE

**Location:** Flagstaff, Arizona and Non- Remote

**Status:** Full-Time, Exempt

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

**Reports to:** 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.

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, Arizona. 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.

## Position Summary:

The Program Coordinator's primary responsibilities are recruiting, hiring, training, supervising, and mentoring seasonal field staff including Field Technicians, Crew Leaders, Assistant Crew Leaders, and AmeriCorps Crew Members. The Program Coordinator engages and motivates seasonal staff and 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 field work are required for this position, and the ability to work a flexible schedule is critical

## Outcomes & Functions of Position:

### Supervision and Support

- In coordination with the Program Director and AZCC staff recruiter, hire and train Crew Leaders and Field Supervisors.
- Under the guidance of the Program Director and AZCC staff mentors, evaluate and supervise Field Technicians and Crew Leaders.
- Mentor Field Technicians in supporting quality programming and maintaining partnerships through project coordination.
- Guide crew conflict resolution and restorative justice practices as per the Field Operations Manual.
- Work with AZCC staff to organize and coordinate crew graduations.

- Support the Administrative, Recruitment and Management Teams by ensuring paperwork is processed in a timely manner.
- Support the Administrative team by ensuring payroll information, credit card reconciliations and workers compensation paperwork is processed in a timely manner.
- Coordinate with the Recruitment and Enrollment team to ensure that all on-boarding and AmeriCorps paperwork is processed in a timely manner.
- Communicate clearly and professionally with Conservation Legacy staff and supervisors.

### **Project Support**

- Maintain strong working relationships with a diverse array of land managers.
- Work with project partners to develop and write project expectations and specifications.
- Clearly communicate project work plans to Field Supervisors and crew leadership, 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.
- Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases after each hitch.
- Serve as a responder to AZCC field emergencies, including being “on-call” for after-hours support.
- Fill in as needed to support crews in the field.

### **Logistical Support**

- Assist the logistics staff to ensure the shop, fleet, equipment, and other practical crew needs are met.
- Ensure that all field equipment and fleet needs are clearly communicated with AZCC staff at the end of each hitch.
- Coordinate with logistics staff to 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.

### **Training**

- Work with Program Directors on planning and implementing Field Trainings.
- Assist Program Directors in finding quality sites for trainings
- 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, and 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:**

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*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, without a set schedule.
- Ability to operate Microsoft Office programs and applications, or similar platforms like Salesforce.
- 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.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- 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
- Proficiency with office equipment and software including Microsoft Office and database management; ability to manage data in an organized, consistent, and timely manner
- 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 Allison at [allison@conservationlegacy.org](mailto:allison@conservationlegacy.org)

2. Cover Letter Must Include:

Subject line includes "Applicant\_(Name of Position) (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*

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*also consider qualified applicants regardless of criminal histories, consistent with legal requirements.*

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