

# Staff Position Description

**Title:** Recruitment Coordinator

**Date:** 8/11/2022

**Reports to:** Senior Manager of Recruitment and Member Support

**Starting Salary:** \$18.46 - \$19.02 per hour DOE

**Location:** Eligible for part-time remote within Arizona. Some travel to and work from AZCC offices required (Flagstaff or Tucson).

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

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

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

## Program 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.

## Position Summary:

The Recruitment Coordinator will assist AZCC in reaching its recruitment goals by directly aiding in recruitment visits, networking, and creating additional outreach contacts and venues, tracking AZCC's various recruitment platforms efficacy, developing and distributing print media, managing and enhancing AZCC's social media platforms, building recruitment pathways, and developing a more strategic and comprehensive recruitment strategy. The position will also assist AZCC leadership and development function by creating more compelling reports, better marketing materials and a related communications strategy.

## Essential Accountabilities and Functions

### Recruitment

- Interview and select crew members.
- Maintain and update position announcements to reflect current recruitment needs and opportunities.
- Communicate recruitment needs to all Recruitment and Enrollment staff in a timely manner.
- Set, evaluate, and adjust strategies in order to meet recruitment needs across the program.
- Improve and update website application process.
- Provide recruitment support for staff positions as requested.
- Track current recruitment platforms efficacy, suggest and track improvements.
- In coordination with the Senior Manager of Recruitment, develop Master Recruitment plan and ensure implementation across AZCC offices.
- Work to build or expand existing relationships and partnerships to develop recruitment pathways
- Enhance AZCC visibility in its service area and across the country.
- Promote AZCC as well as Conservation Legacy mission, programs and achievements.
- Work with the Conservation Legacy Recruitment Rendezvous group to improve and grow recruitment across all of CL, including a joint recruitment approach when appropriate
- Work directly with the Director of Diversity and Recruitment and the Talent Development

Specialist to enhance AZCC's recruitment processes.

- Track quarterly demographics of starts, note any trends to be shared with AZCC Leadership Team and staff as appropriate.
- Track yearly trends on Quits/Terminations, note any trends to be shared with AZCC Leadership Team and staff as appropriate.
- Track yearly applicant data, note any trends to be shared with AZCC Leadership Team and staff as appropriate.
- Assist with AmeriCorps enrollment tasks as needed.

### **Community Outreach**

- Develop and provide clear, concise and audience-appropriate presentations for the public to recruit, inform, and inspire.
- Develop relationships with community organizations and schools to increase and diversify member recruitment.
- Identify and attend community events and meetings to increase and diversify the local member applicant pool.
- Attend in person recruitment events throughout Arizona.
- Network and develop new contacts and forums for recruitment.
- Increase recruitment and outreach among targeted and diverse populations who would benefit from the program and who reflect the population of Arizona.
- Develop virtual versions of outreach materials and presentation.
- Refine and target social media strategy and presence.
- Monitor social media and other outreach to ensure cohesive and appropriate organizational message and presence.
- Respond to general inquiries from the website and the general public in a timely manner.
- Work with project partners and staff to create press releases and public notices of crew presence.
- Visit or meet with crews and IPs to capture photos, their experiences, and other compelling recruitment materials.
- Increase the size of applicant pools for AZCC programs.
- Create, update, and utilize a list of alumni to share opportunities and track post term updates.
- Maintain alumni database and develop alumni engagement activities; update employment opportunities from partners on the Alumni webpages.
- Engage and manage Facebook Lead campaign prospects when campaigns are active and support candidates in applying for appropriate position(s).
- Collect and compile member demographic and impact information for AmeriCorps, Conservation Legacy, and other reporting needs.
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### **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.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Other responsibilities as assigned.

**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

**Qualifications:**

- Ability to successfully work in a fluid, changing work environment.
- Experience recruiting and working with underrepresented/BIPOC communities.
- 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.
- 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.

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

*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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*

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

**To Apply:**

1. Send Cover letter, resume, and 3 references to Allison Laramée at [allison@conservationlegacy.org](mailto:allison@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.*

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