

# Staff Position Description

**Title:** Administrative Assistant II

**Starting Salary Range:** The starting salary range for this position will be in the \$22.40 to \$23.08 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, AZ; Not Remote Eligible

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

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

**Reports to:** Administrative Director

## 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), a program of Conservation Legacy, 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 Administrative Assistant provides general administrative assistance for the daily operations of the Tucson office of the Arizona Conservation Corps (AZCC) and the administrative staff of Conservation Legacy. This requires, but is not limited to, performing general administrative tasks, responding to phone calls and emails, managing office equipment and supplies, creating reports and memos, and supporting member and staff recruitment, onboarding, and training.

## Accounting:

- Process accounts payable which includes coding, obtaining proper approval and ensuring payments are made on time.
- Responsible for the management of petty cash, which includes obtaining proper approvals and ensuring Conservation Legacy Manual procedures are followed. Responsible for monthly reconciliation and communications with Central Staff regarding petty cash reconciliations with the organization's books.
- Responsible for the administration and training of staff and crew leaders on visa reconciliation. Assists with tracking lost / non- itemized receipts including payroll deductions when needed. Assists with the review of receipts and coding for staff and leaders in online banking portal.
- Maintains accurate accounting files and records.

**Payroll and Human Resources:**

- Responsible for setting up seasonal staff, participant employees and AmeriCorps members in payroll software.
- Responsible for creating payroll summaries, obtaining proper approvals and process payroll documentation in an accurate and timely manner.
- Run E-Verify process for seasonal staff and members.
- Assist with the processing of criminal history checks and update systems once results are received.
- Assist in maintaining accurate HR and AmeriCorps files and records throughout the employee and members' participation in AZCC (Tucson office).
- Assist in managing internal and external databases related to Seasonal Staff and AmeriCorps member terms of service.
- Assist with enrollment duties as necessary.

**Field Operations Support:**

- Handle Workers Compensation claims processing and provide training to crew leaders on Workers Compensation policies and procedures.

**General Office:**

- Manage office and copier supplies, ensuring an adequate supply and related materials.
- Assist in ensuring that office technology, computers, cell phones and equipment are in working order and assist in coordinating timely maintenance.
- Maintain and update office equipment inventory as needed.

**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:**

- 2-4 years recent experience as an Administrative, Accounting Clerk or HR Assistant
- Comfortable with ambiguity and working in a fast-paced teams driven by innovation and entrepreneurial approaches.
- Salesforce CRM expertise.
- Outstanding organizational and time management skills and ability to prioritize.
- Self-motivated, decisive and is highly organized and prepared for working in an office setting.
- 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.

**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 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.*

*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.*