

# Staff Position Description

**Title:** Agreements Coordinator

**Starting Salary Range:** (20.40-21.01 per hour) The starting salary range for this position will be in the 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:** Fully remote eligible

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

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

**Reports to:** Business Manager

**Posting Period:** Applications accepted through January 26, 2025.

## 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.

## Position Summary:

The Agreements Coordinator will work closely with the Business Manager to ensure the compliance on all facets of federal and non-federal agreements for Conservation Legacy's eastern programs including Appalachian Conservation Corps, Conservation Corps North Carolina, and Southeast Conservation Corps while also supporting the business team and tasks as assigned for Arizona Conservation Corps, Conservation Corps New Mexico, Southwest Conservation Corps, Ancestral Lands Conservation Corps and Stewards Individual Placement Program. The position will assist with accurately entering agreements and supporting documents into the organization's database and will work with the Business Manager to ensure program and finance reports are submitted by deadlines. Additionally, the Agreements Coordinator will play a key role in invoicing for programs.

## Outcomes & Functions of Position:

### Agreement Management:

- Enter agreements and projects into the database in an accurate and timely manner.
- Support programs to ensure that related data is accurately entered.
- Monitor agreement expiration dates and funding levels and coordinate with the Business Manager to communicate with program staff as needed.

### Agreement Invoicing:

- Manage, track and complete invoicing for crews and interns.
- Track and invoice for reimbursable project expenses.
- Reconcile reimbursable project expenses.

**Agreement Reporting:**

- Coordinate reporting as stipulated in agreements and ensure timely submission. This includes compliance, demographics and other reporting as identified by the agreement.
- Work with program staff to implement aligned reporting practices.

**Other Agreement Management Tasks:**

- Regularly audit agreements to ensure all documents and required data are entered accurately.
- Assist with other projects as identified by the business and/or finance teams.

**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:**

- Ability to successfully work in a fluid, changing work environment.
- Proven experience with data integrity.
- Database management experience required. Salesforce experience a plus.
- Familiarity with federal cooperative agreements preferred.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- 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.*