

# Staff Position Description

**Title:** Operations Assistant

**Starting Salary:** \$19.56 -21.48/hour, some overtime available upon supervisor approval

**Location:** Proximity to Chattanooga, TN, Raleigh, NC, or Harrisonburg, VA.

**Status:** Full-Time, Non-exempt, Full-time Remote Eligible, 50% Travel and field time required

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

**Reports to:** Eastern Region Operations Specialist

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps Programming 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:

This position is responsible for supporting local programs across the region in developing participant and staff technical skills, supporting programs with strategic projects and operational needs, and engaging in the quality assurance of local programs within the region. The primary focus of this position is to ensure programs are equipped to execute high quality and safe project work. This position will work directly with the Operations Specialist to prioritize strategies and needs across the region and support local program staff in the execution of their individual programming. This position is required to stay up-to-date on industry standards in conservation, trail construction, forestry, restoration and other land stewardship work and actively works with regional and national operations teams to ensure these standards are met.

This position is a key staff member contributing to Conservation Legacy's effort to further develop leadership and talent as a key trainer of program staff in facilitation and technical skillsets. Some focus areas may include: providing training and technical support for crew-based programs' staff and participants, developing curriculum for new skills training, working with program staff and/or partners to develop technical specifications and standards for projects, leading skills trainings for community partners, and supporting national and regional programmatic development strategies. When applicable, this person will support intern program staff as needed by helping develop training, work, and partnership plans related to technical skills focused internships.

**The position may spend approximately 50% or more of their time in the field and traveling to Conservation Legacy's unique regional program locations.** This may vary depending on season and programmatic need. This position participates as needed in regional meetings, as well as national operations and management teams. Additionally, this position will work with the Operations Specialist to maintain an active presence in internal and agency working groups focused on technical skills utilized by programs. This position is expected to use wide knowledge of conservation practices to help build new collaboration structures amongst programs, other cooperators, federal, and state agencies.

## **Outcomes & Functions of Position:**

### **Training and Operational Standards**

- Identify inefficiencies and challenges in field operations and create trainings to address them for both staff and participants
- Monitor field operations and industry trends to keep Conservation Legacy programs relevant and outstanding
- Facilitate trainings to diverse groups with different learning styles and be adaptable to the different needs of members, leaders, staff, and external participants.
- Maintain individual professional skill set and develop new skills appropriate to programmatic needs.
- Strategize to diversify and complement technical skillsets within the Eastern Region team as well as among staff throughout the region.
- Attend conferences, workshops or other industry events to bring additional knowledge and information back to Conservation Legacy.
- Create and maintain training resources (digital, virtual and physical) to be used by staff, participants and partners.
- Coordinate the creation or adaptation of operational systems to enhance efficiency and efficacy within local programs or across all programs nationally.
- Coordinate the development of internal training and operations standards to address programmatic needs in Conservation Legacy
- Coordinate the review and drafting of operational risk management protocols and policies and the adjustment of national standards.

### **Partnership and Cooperator Liaison**

- Collaborate with Operations Specialist to forge and maintain partnerships with relevant agency personnel and community partners specific to the objective of advancing Conservation Legacy's training and technical skill capabilities
- Collaborate with Corps Directors and program staff to assist project partners in developing project specifications for highly technical projects
- Provide mentorship and assistance to local program staff in development of technical project specifications needed for proposals and best practices for gathering reportable accomplishments.

### **Field Skills Training**

- Identify & prioritize regional field presence with programs based on need, skillset and capacity with the Regional Operations Team.
- Assist Operations Specialist in the planning and facilitation of training opportunities for Conservation Legacy staff to improve field skills.
- Plan and coordinate schedules with Operations Specialist to attend chainsaw and crosscut trainings to lead, teach and evaluate new sawyers.
- Assist program staff in the planning and execution of technical aspects of field trainings for participants and crews.

### **Organizational Advocacy**

May 2023

M. Swanberg

- 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

### **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:**

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 3 years of experience in conservation corps, land management, or similar applicable industry.
- Minimum of 3 years of practical experience training and teaching field skills.
- Experience with chainsaw and crosscut operations and training.
- Must hold an official certification in saw operations at the B faller-level and a desire to pursue more advanced qualifications.
- Advanced conservation project skills such as trail building/maintenance, fuels reduction and invasive species management and a desire to enhance and hone these skillsets
- Experience managing projects, crews and people on conservation projects
- Experience with the planning and direct facilitation of a wide variety of training topics in environmental and experiential education categories
- The ability to spend long stretches of time in the field and comfortable in that environment.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Valid driver’s license and an insurable driving record.
- Must be able to pass Conservation Legacy’s criminal history check requirements.
- Experience with field data systems, GIS, and emergency on-call networks; or those systems similar of other industries.
- Experience teaching wilderness medicine courses, preferred.
- Proficiency with Microsoft Office Suite applications and ability to operate within various databases and systems
- Certifications or experience in more than one chainsaw standard (S212, MTDC, Game of Logging).

**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 Michael Swanberg [michael@conservationlegacy.org](mailto:michael@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. 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 also consider qualified applicants regardless of criminal histories, consistent with legal requirements.*