

# Staff Position Description

**Title:** Individual Placement Grants and Agreement Coordinator

**Starting Salary Range:** The starting salary range for this position will be in the \$19.81 to \$20.40 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:** Flagstaff or Tucson office - Fully remote eligible within Arizona.

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

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off **or Not** *per Personnel Policies*

**Reports to:** Senior Program Director, Arizona Conservation Corps

**Posting Period:** Please apply before July 24<sup>th</sup> 2024

## 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.

## 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, 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.

AZCC's Individual Placement (IP) Program places individuals and small groups into specialized conservation projects throughout the entire state of Arizona, providing opportunities for roughly 80 members annually to serve directly with partner organizations. IP projects vary widely with examples including recreational planning and permitting, Geographic Information System (GIS) mapping and monitoring, well as biological surveys and site interpretation projects.

## Position Summary:

The Grants & Agreements Coordinator is responsible for providing support to key operational activities related to the general grants and management of local agreements. This position will work alongside the Program Director in the management and development of new and current agreements, including preparing required agreement paperwork, entering and maintaining project documentation in internal databases, as well as reviewing and approving invoicing. This position will also regularly interact with project partners and assist in the coordination of the IP calendar.

## Outcomes & Functions of Position:

### **Grants & Agreement Management:**

- Under the guidance of the Program Director, work with external partners to complete and review new agreement documents for individual placement projects in a timely manner.
- Ensure the creation and upload of cost worksheets, financial plans, 424's and other required agreement paperwork into internal databases.
- Maintain AZCC's agreement IP Opportunities and Individual Placement (IP) projects in Salesforce.
- Proactively monitor agreement expiration dates and funding levels, enabling decision-making by the Senior Program Director to optimize resource utilization.
- Streamline the local member grant requests and selection process.
- Maintain accuracy and relevance of the IP schedule through diligent management and updates.
- Conduct regular audits of internal databases to uphold data integrity and reliability, enhancing organizational efficiency and accountability.

### **Agreement Invoicing:**

- Ensure timely and accurate review and approval of biweekly IP member timesheets
- Manage and track member receipts, expenses, and reimbursements efficiently.
- Review and approve invoicing for IP agreements promptly, facilitating timely payments and maintaining positive relationships with partners.

### **Agreement & Grant Reporting:**

- Alongside local and Central staff, gather reporting data stipulated in agreements/grants promptly and accurately, facilitating compliance with reporting requirements and demonstrating organizational impact.
- Collect and compile members' accomplishments and success stories for grant reporting, showcasing the tangible outcomes of organizational efforts and enhancing credibility with funders.

### **Additional Functions:**

- Develop proficiency in the Salesforce database to generate insightful reports and dashboards, contributing to data-driven decision-making and organizational improvement.
- Provide support on various projects as identified by the Program Director, ensuring flexibility and adaptability to evolving organizational needs.

### **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
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**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:**

- Minimum of 1 year recent experience in finance, database management or other related experience or education.
- Proficient in computer programs, Microsoft suits; Excel, outlook, preference for Salesforce experience.
- The desire to help shape and maintain a sustainable database management system and a passion for being immersed in the details.
- 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.
- Ability to successfully work in a fluid, changing work environment.

**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*

May 2024

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*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.*