

Staff Position Description

Title: National Talent Acquisition Coordinator

Starting Salary Range: The starting salary range for this position will be in the 24.90/hr. to 25.65/hr. (\$51,792-\$53,352 (annual salary equivalent) 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 within the contiguous United States only.

Status: Full-Time, Non-Exempt

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

Reports to: Director of Talent Management

Posting Period: Please apply before July 25, 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.

Position Summary:

The National Talent Acquisition Coordinator will assist the Director of Talent Management in meeting the internal and external-driven needs for recruitment of members and staff at Conservation Legacy through org-wide strategic tactics. These strategies will support national hiring managers and local programs in their talent acquisition efforts while diversifying recruitment networks, contributing toward the mission of Conservation Legacy.

Outcomes & Functions of Position:**Talent Acquisition Coordination**

- Assist Director of Talent Management in the execution of full life cycle recruitment for members, as well as seasonal and regular staff.
- Enter position postings/descriptions in organization applicant tracking system.
- Submit position postings to various industry specific hiring websites.
- Sort resumes and applications based on qualifications, with the goal of creating a short-list of candidates.
- Monitor the hiring process through organization applicant tracking system.
- When applicable, conduct initial phone screens with applicants and complete reference checks.
- Schedule interviews with recruiting staff and hiring managers.
- Follow up with candidates once a hiring decision is made.
- Punctual response time to support and program staff requests.
- Communicate regularly across the organization to determine the effectiveness and understanding of recruiting related material and strategies.

- Participate in support and program staff meetings to facilitate trust across the organization and the development of talent acquisition strategies that meet the needs of all programs.
- Visit offices in person or virtually, to engage with support and program staff to learn about their challenges and successes.
- Contribute to DEI initiatives to enhance Conservation Legacy's mission of becoming a more Diverse, Equitable, and Inclusive workplace.

Networking and Outreach

- Represent organization at job fairs and other recruitment functions.
- 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.
- Network and develop new contacts and forums for talent acquisition.
- Assist in facilitating and monitoring the success of marketing campaigns and events.

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:

- Three years' progressive experience in Human Resources or as a Talent Acquisition Administrator or Coordinator.
- Associate degree or additional three years' equivalent work experience.
- Senior level Microsoft Office programs and application experience.
- Familiarity with Application Tracking Systems and other Human Resources Information Systems.

- Candidate and requisition management, including posting to national and industry job boards and social media sites.
- Demonstrated knowledge of human resources best practices.
- Ability to create and host presentations.
- Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours.
- Ability to successfully work in a fluid, changing work environment.
- Ability and comfort with speaking in public to a diverse group of people including youth, adults, community members, etc.
- Experience with any of the following: recruitment, youth development, conservation corps, or non-profit management.
- 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 of underrepresented populations.

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 Vanessa Morrison at vmorrison@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.