

Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Program Coordinator, Stewards Individual Placements

Reports to: Program Director

Starting Salary: Pay is \$18.27/hour-\$18.82

Location: Eligible for full-time remote within Western Region

Status: Full-Time, Non-Exempt

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

Program Summary:

The Stewards Individual Placement Program (Stewards), a program of Conservation Legacy, places individual placements across the nation in projects that build capacity, improve access to natural resources, develop and support innovative solutions, develop opportunities for service and economic development, and empower leaders. Stewards focuses on federal partners such as the National Park Service, US Forest Service, and Bureau of Indian Affairs along with multiple state and local governments and nonprofits.

Position Summary:

The Program Coordinator implements and supports initiatives within Stewards Program. This position coordinates program initiatives by interacting with Durango office staff as well as newly selected members and site supervisors. The Program Coordinator ensures all assigned positions are successfully recruited and on-boarded before their term starts. The Program Coordinator also ensures the members are oriented with program policy and procedures and supported during the term of service and will fully exit members from the program.

Essential Responsibilities and Functions:

General Administration

- Provides high level customer service to potential applicants, current participants, partnering services, and internal staff.
- Utilizes the Applicant Tracking System and On-Boarding Software to ensure an efficient onboarding process for selected participants; occasionally communicating with software tech support staff.
- Recruits members in accordance with host site wishes
- Ensures that details of each individual's onboarding, during service and exit documents are accurately achieved by complying with internal checks and balances.
- Coordinates and implements hiring and exiting systems with Program Manager and Directors to ensure all employee files are compliant with federal, state and AmeriCorps requirements and expectations.
- Assists Directors and Manager with other administrative responsibilities; including, but not limited to, participant outreach, internal staff communication and training.

- Assists Administrative Assistant with AmeriCorps hour tracking and delivery of bi-weekly member payroll.
- Tracks and administers member professional development funds.
- Other administrative duties as assigned.

Member and Partner Support

- Oversees member data tracking through fact oversight and management.
- Coordinates with Administrative Assistant and manages each member's required onboarding tasks and exiting tasks to ensure that they are correctly completed within deadlines.
- Ensures members receive welcome emails, orientations and that uniform ordering instructions have been sent.
- Processes required employment paperwork upon member start date.
- Answers member questions, engages with members about their terms, professional development, and other growth opportunities.
- Assists site supervisors with restorative justice process if needed and is prepared to act as the liaison in difficult relationship scenarios; Assists site supervisors with troubleshooting communication barriers, behavioral issues, or performance issues.
- Works with site supervisors to assist with details before, during and after member's terms regarding timesheet approval, programmatic expectations, position details, evaluations, and general timelines.
- Collaborates with Program Manager and Program Director to ensure AmeriCorps slots are properly tracked and filled.
- Documents and processes incidents through Conservation Legacy's established workers compensation protocols.
- Assists in other member activities including but not limited to: time sheets, payment disbursement, quantitative and qualitative reports, etc.

Other Duties:

- Regularly reviews and collects member mid-term and final reports.
- Works with the Program Manager and Program Director to collect, edit and package reports for Conservation Legacy, AmeriCorps, and program partners.
- 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.

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 and physical ability to walk, climb, balance, stoop, kneel, crouch or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.

Minimum Qualifications:

- Ability to hold others, in remote locations, accountable to expectations.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Must be able to pass Conservation Legacy's criminal history check requirements

Preferred Qualifications:

- Previous experience with a youth development/corps field, AmeriCorps or working with BIPOC communities.
- Proficient in computer programs, databases, and social media, including the Microsoft Office Suite and Salesforce.
- Attention to detail and experience in inputting large volumes of data.
- Exhibit a high level of emotional intelligence and interpersonal skills.
- 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.
- Experience with influencing diverse groups of employees to achieve common goals
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Valid Driver's License and an insurable driving record.

To Apply: Send Cover letter & resume to Krista Rogers: krista@conservationlegacy.org
Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***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.