

# Staff Position Description

**Title:** Ecological Monitoring Program Coordinator

**Starting Salary Range:** The starting salary range for this position will be in the 19.46 – 22.55 per hour 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:** Durango, CO (partially remote eligible), through remote within the service area (Colorado or New Mexico) will be considered

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

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

**Reports to:** Ecological Monitoring Program Manager

**Important Requirement:** Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

## **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.

Southwest Conservation Corps (SCC) is a program of the non-profit service organization, Conservation Legacy. SCC provides youth and adults opportunities to complete conservation projects on public lands. While serving with SCC, program participants receive training on job skills, conflict resolution, leadership, teamwork, and environmental stewardship. Programs are developed using a step ladder approach to provide a progression of skill development based on a member's needs. Participants receive a weekly living allowance, training, and an AmeriCorps Education Award (for qualifying individuals).

## **Position Summary:**

Southwest Conservation Corps was awarded a Bureau of Land Management (BLM) grant from the Colorado (CO) and New Mexico (NM) BLM State Offices to support small corps teams. Under this grant, SCC and sub-recipient Rocky Mountain Youth Corps (RMYC) work collaboratively with BLM personnel to complete vegetative, soil, and stream resource surveys according to the Assessment, Inventory, & Monitoring (AIM) methodology across CO and NM with many BLM Field and District Offices. At SCC, this cohort of crews and staff is known as the Ecological Monitoring Program. The continuation of this initiative and this position is funding-dependent.

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

### **Ecological Monitoring Crew Leader and Member Placements**

- Collaborate with program management to facilitate an effective strategy to recruit and advertise ~50 crew personnel positions, collaborating with other staff as necessary.
- Review applications of, interview, select, and onboard Crew Leaders and Members, collaborating with partners and existing Crew Leaders as necessary.
- Ensure that all open positions are filled in a reasonable amount of time.
- Collect, compile, and process all required intake and enrollment materials for Crew Leaders and Members.
- The above duties will be a large portion of the Coordinator's role ahead of seasonal crews who start their contracts from April through July.

### **Training, Field Support, and Development**

- Create and deliver internal orientations and trainings, intentionally aligning with Conservation Legacy's strategic initiatives.
- With SCC staff such as the Program Manager and Field Supervisor, organize and lead three 10-day crew orientations per field season.
- Visit, assist, and support crews in the field proactively and as needed. Anticipate ~11-14 stackable crew visits from June through September.
- Facilitate opportunities for Crew Leader and Member development.
- Attend off-season SCC/Conservation Legacy retreats and operations development events.
- Obtain/maintain company-compensated Wilderness First Responder certification.
- Assist in arranging external trainings (such as Wilderness First Aid) for crew personnel.

### **Program Support and Administration**

- Supervise and mentor a seasonal cohort of Ecological Monitoring crew personnel. This position requires remotely checking in with crew leads on a consistent basis, more intensively in the weeks following training. The ideal incumbent will ensure consistency and depth of contact with remote supervisees.
- Assist with conflict resolution and personnel management among crews. The ideal incumbent is willing to utilize their emotional intelligence to a high degree.
- Enforce and monitor appropriate risk management and all SCC Policies and Procedures across the program. Review incident reports.
- Maintain a working knowledge of spending practices and crews' budgets.
- Assist gear cache management.
- Coordinate and assist start- and end-of-season rig-up, training, and de-rig.
- Implement effective and efficient administrative systems for recruitment, enrollment, management, evaluation, exits, reporting, and marketing.
- Assist processes related to crews' timesheets and payroll.
- Facilitate the creation of social media material.
- Collect and compile information for reports and internal/external news, including but not limited to AmeriCorps and project performance reporting.
- Solicit feedback from and collaborate with crews and staff to maintain and improve program operations and quality.
- Work to ensure partner satisfaction and that programs maintain high retention.

### **Partner Support and Position Development**

- Work with BLM State and Field Office staff contacts and other corps to support CO and NM BLM AIM programs, especially in seasonal applicant selection and in-season remote and field support.

- Facilitate crews' attendance to technical trainings (provided each year by the BLM), as well as other trainings requested by the BLM.
- Facilitate consistent field operations and share best practices/learning lessons.

### **General Administration**

- Participate in statewide, regional, and development staff meetings.
- Support other staff as appropriate.
- Abide by Conservation Legacy's credit cardholder and spending policies, including providing proper, monthly documentation of all purchases and reimbursement requests.

### **Regional and Organizational Support**

- Participate in SCC's internal, rotating emergency on-call system.
- Maintain productive relationships and interface significantly with other staff regarding administrative details and program items
- Potentially assist with activities of other programs of SCC, especially Individual Placements.
- Assist in the implementation and operations of monitoring programs and projects in other areas of Conservation Legacy as needed and available.

### **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.*

### **Minimum Qualifications:**

- College graduate (Bachelor's, at minimum) with coursework in ecology, botany, range science, soil science, wildlife biology, natural resource management, conservation biology, or a related field
  - OR some college-level coursework in the above subject area(s) and one full sampling season performing AIM methodology, or highly similar, in a leadership capacity
- Understanding of scientific, data, and statistical principles
- Understanding of vascular plant identification and taxonomy
- Experience successfully working on small teams and managing conflict in small groups

- Able to prioritize tasks and remain organized. Able to divide focus between multiple field crews with various abilities, support needs, and staggered start dates.
- Able to keep others in remote locations accountable to expectations
- Experience with influencing diverse groups of employees to achieve common goals
- Flexibility, adaptability and capacity to work in a fluid, changing work environment
- Able to carry out assigned work independently, while also able to work well with others and to seek assistance when needed to carry out assignments
- Able to communicate effectively, manage complexity, cultivate innovation, drive and influence results of oneself and others
- Familiarity with Microsoft Suite programs and applications, or similar platforms
- Proficient in phone and email communications
- Able to operate Microsoft Office programs and applications, or similar platforms.
- Able 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.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Can effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Able to pass the organization's criminal history background check requirements

**Preferred Qualifications:**

- Successful completion of 6 months or one term/season/capstone in ecological/environmental fieldwork or a laboratory-based research project with leadership responsibilities
- Proficient vascular plant identification and taxonomy
- Demonstrated experience with any of the following:
  - Recruitment, hiring, training, and/or management
  - Managing administrative systems or databases

**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/CV to Cassandra Owen at [cowen@conservationlegacy.org](mailto:cowen@conservationlegacy.org)
  - a. **with subject line "Applicant [Your Name]"**.
  - b. **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.*