

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: Administrative Assistant II – Southwest Conservation Corps

Starting Salary Range: 18.27-18.81 per hour DOE

Location: *Eligible for full time remote within SCC FC's service area (southwest Colorado, northwest New Mexico)*

Status: *Full-Time, Non-Exempt (32-40 hours per week, flexible schedule)*

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

Reports to: SCC Corps Director

Preferred start date: November 1, 2022, OR January 2, 2023

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.

Program Summary:

The Southwest Conservation Corps (SCC) is a program of the non-profit service organization, Conservation Legacy, that is built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933 – 1942. SCC provides youth and young adults opportunities to complete conservation projects on public lands. While serving with SCC, members 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. Members receive a weekly living allowance, training, and an AmeriCorps Education Award (for qualifying individuals).

Position Summary: Provides administrative management for the daily operations of Southwest Conservation Corps Four Corners (FC) and general administrative assistance to Conservation Legacy.

Outcomes & Functions of Position:

Accounting

- Provide support for the development of effective and efficient administrative systems that interface with Business office needs.

- Represent SCC operational needs when developing administrative systems for accounting and Payroll.
- Manages invoicing for Disaster Relief crews.

Payroll and Human Resources

- Enters seasonal staff, participant employees and AmeriCorps members in Evolution Payroll System (EVO).
- Creates payroll summaries, obtains proper approvals, and processes payroll documentation.
- Processes bi-weekly payroll in Evolution for SCC-FC's seasonal staff, participant employees, and AmeriCorps members.
- Enters seasonal staff, participant employees and AmeriCorps members in Salesforce assigning to grants, as needed, and crews. Regularly monitors correct and approved timesheets.
- Facilitates the onboarding of all SCC-FC's seasonal staff, participant employees and AmeriCorps members from the "offer extended to "roll out red carpet" in SilkRoad, set up in Salesforce through all onboarding tasks in SilkRoad Onboarding insuring an on-time start of employment/participation inclusive of on-time results of required NSCHC's before start date and appropriate copies of ID documents for AmeriCorps and I-9/eVerification process.
- Maintain accurate HR and AmeriCorps files and records throughout the employee and members' participation.
- Provide support to SCC-FC staff in exiting of all seasonal staff, participant employees and AmeriCorps members.

Field Operations Support

- General administrative support for program operation needs.

Other Duties

- Performs a variety of other administrative duties as required to ensure efficient office operations for SCC-FC.
- Communicates regularly with Conservation Legacy staff.
- Participates in SCC-FC staff meetings and other collaborative team meetings as needed.
- Establish and maintain effective working relationships with employees, other agencies, and the public.
- 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.
- Be willing to work a flexible schedule, including some nights and weekends.

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 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:

- 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.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity, cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver’s License and Insurable Driving Record
- Must be able to pass the organization’s criminal history check requirements.
- Experience leading Conservation Legacy programs, members, or administrative systems.

Preferred Qualifications:

- High school diploma and Associates Degree or equivalent experience preferred.
- 2+ years recent experience as an Administrative Manager, Accounting Clerk, or HR Assistant or previous administrative experience with a Corps

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 Kevin at kevin@conservationlegacy.org
2. Subject line of email includes “Applicant_(Your Name)_(Name of position)”
3. 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.

Application review to start 10/14/2022

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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

 RecoverableSignature

 Kevin Heiner

Signed by S-1-12-1-3888726-10819665-4081632-21079880/b2804fe219947c2a75a258568fa