

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 Specialist II – Southwest Conservation Corps

Starting Salary Range: \$22.40-\$23.08 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 or Four Corners Director

Preferred start date: September 25, 2023

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.

Payroll Administration

- Enters all new seasonal hires into payroll software.
 1. Verifying I9-eVerify is processed.
 2. Ensure entry of W-4 information.
 3. Ensure entry of direct deposit information.
 4. Ensure proper set up of time off accrual (sick leave, PTO, etc.).
 5. Ensure entry of state tax information.
- Administer timekeeping and reporting through the seasonal employee attendance system.
- Adhering to payroll schedule deadlines and payroll processing dates.
- Pre-Processing, exporting, and validating multi-batch payroll files to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions and earnings.
- Investigating and resolving payroll discrepancies.
- Ensuring accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Ensuring compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Communicating with team members as needed to educate and answer questions pertaining to payroll matters.
- Working on projects requested from Payroll Leadership.

Human Resources and AmeriCorps Administration

- Lead the timely onboarding of all seasonal participants and AmeriCorps members using current onboarding software (Salesforce, SilkRoad Recruiting, SilkRoad Onboarding).
- Ensure that timely communications are being sent to the applicants regarding the status and completion of onboarding and exiting procedures.
- Ensure employee electronic files are accurate and updated to fulfill compliance from funders, and state, federal and internal policies, and assist with HR reporting and audit requests.
- Maintain standards of strict confidentiality with respect to all matters and documents.
- Lead SCC-FC staff in exiting of all seasonal staff, participant employees and AmeriCorps members.
- Enter AmeriCorps member hours for CYCA AmeriCorps Grants into OnCorps.
- Review CYCA AmeriCorps position descriptions before submitting to CYCA for approval.
- Assist program staff and SCC Corps Director with CYCA AmeriCorps reporting 3 times per year.
- Help ensure compliance with AmeriCorps – background checks, onboarding timeframes.

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.
- Implements new organizational administrative systems, troubleshoots issues and proposes solutions.
- Participates in SCC-FC staff meetings and other collaborative team meetings as needed.

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- Establish and maintain effective working relationships with employees, other agencies, and the public.
- 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.
- 2+ years recent experience as an Administrative Assistant and/or previous administrative experience.
- 2+ years recent experience in payroll administration.

Preferred Qualifications:

- High school diploma and Associates Degree or equivalent experience preferred.
- 2+ years previous experience supporting conservation corps programs, members, and/or administrative systems.

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- Knowledge of and/or experience navigating payroll and state tax regulations and reporting requirements.

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 Juan Fernandez at jfernandez@conservationlegacy.org by October 6, 2023.

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. 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.

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