

Staff Position Description

ENGAGING FUTURE LEADERS WHO PROTECT, RESTORE, AND ENHANCE OUR NATION'S LANDS THROUGH COMMUNITY-BASED SERVICE.



Title: Four Corners Senior Program Director - Southwest Conservation Corps (SCC)

Salary Range: (The annual starting salary range for this position will be in the \$58,913 to \$68,257 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, Colorado (partial remote eligible, may work remotely up to 2.5 days per week)

Status: Full-Time, Exempt

Benefit Eligible: includes health, vision, and dental insurance, matching funds for retirement, generous Paid Time Off (PTO), Annual Wellness Benefit, and more *per Personnel Policies*

Reports to: SCC Corps Director

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:

The Four Corners Senior Program Director, externally referred to as the Four Corners Director (FCD), is the leader for SCC's staff and operations based in Durango, CO. The FCD both develops funding for and manages all Four Corners based operations through a coordinated and collaborative staff structure. The FCD's focus is to create and maintain quality, safe, highly effective operational programming for youth and young adults while developing and sustaining project partnerships with traditional public land management agencies, local municipal agencies, community partners as well as developing and sustaining other funding sources to ensure the success of the Corps' mission. The FCD supervises and mentors various operations staff, including, but not limited to Program Director(s), Program Managers, and Administrative Specialist(s).

The FCD will also serve on various leadership and development teams and working groups at Conservation Legacy. Additionally, the FCD is a member of the SCC Leadership Team.

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Essential Accountabilities and Functions:

Leadership

- Identify and develop annual objectives to sustain and enhance the outcomes of SCC's mission as well as Conservation Legacy's Strategic Plan.
- Collaborate with other members of Conservation Legacy's Western Region Leadership & Development Teams as well as SCC Corps Director and other Directors in developing strategy for programmatic and financial sustainability.
- Demonstrate and lead on the development and implementation of high-quality programming to achieve positive member experiences and exceptional project accomplishments, as well as excellent community relations and networking.
- Take a leadership role within the regional community, proactively managing and developing community relations, partnerships, projects, and funding.
- Lead the Four Corners staff and office, setting appropriate workplace culture, modeling professionalism and effective communication, and facilitating needed collaboration between staff and programs.
- Serve on the SCC Leadership Team to develop and implement SCC strategy and tactics to meet the goals of Conservation Legacy's strategic plan at the programmatic level.
- Foster an environment for staff to innovate ideas and efficiencies that will lead the region and corps toward higher quality programming and member outcomes.
- Leads Four Corners program staff to effectively achieve programmatic and organizational outcomes related to their positions, their corps, and the organization.
- Foster an environment of personal understanding and problem-solving to stay aligned with changing internal and external environment, for staff within the region.
- Successfully engages, leads, and supports an inclusive work environment for all within the organization and communities we serve, especially those of underrepresented populations.

Management

- Supervise, mentor, and evaluate multiple operational and administrative staff including, but not limited to, the Program Director, several Program Managers, and an Administrative Manager(s), that varies depending on structure and volume.
- Ensure that all staff members are following business and operational support policies and protocols of SCC and Conservation Legacy.
- Organize staff to meet the needs of the Four Corners programs understanding our different program models (Veterans Fire Corps, Adult Camping Crews, High School Crews and Community Crews, Small Teams, Individual Placements and other single identity crews) as well as new emerging models to meet the needs of partnering agencies.
- Oversee the professional development and performance evaluation of all SCC Four Corners staff.
- Serve as the primary contact with Conservation Legacy Central Office for operational matters for the SCC Four Corners office.
- Leads, participates, supports, and encourages staff to engage with strategic organization initiatives not limited to working groups associated with the

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implementation of the Conservation Legacy Strategic Plan.

- Drives the Four Corners staff's professional development pathways to foster an environment of learning, growth, and succession of staff within the region, corps, and other Conservation Legacy corps.

Project and Program Development and Management

- Develop and maintain project partner relationships with an aim toward sustainability and leveraging to new project opportunities.
- Leads high-quality of programming for positive member experience and exceptional project accomplishments, solidified by successful outcomes related to strategic plan goals and specific corps-relate goals.
- Completes timely project reporting to support invoicing and agreement requirements in compliance with Conservation Legacy policies and procedures.
- Oversees successful and innovative grant identification, coordination, development, writing, and reporting in support of existing and emerging program models and staff capacity.
- Oversee and complete project agreements/task orders, databases, pre-site visits, project scheduling, evaluation systems, and project specifications.
- Engage in project related community collaboration and shared resourcing.
- Track emerging opportunities and develop program models to meet community needs and organizational goals.
- Maintain local systems and processes to ensure responsible spending and financial reporting by all staff members are achievable and accountable.

Risk Management

- Ensure an emphasis on safety through prioritizing risk management across all programming by following policies and procedures, while providing leadership and supporting other staff to influence organizational policies around risk management.
- Oversee Workers Compensation programs, claims, and OSHA reporting.
- Develops, sustains, and manages SCC's On Call system to ensure all staff members have received training, have current certifications, are appropriately debriefing and sharing out events, and insure the On-Call line is staffed at all times and operational.

Financial

- Prepare and submit an annual SCC Four Corners budget with assistance from regional and central staff and SCC Corps Director as a part of the SCC and Conservation Legacy annual budget.
- Develop project budgets and complete federal agency financial documents.
- Maintain regional systems to ensure responsible spending and financial reporting by all staff members.
- Prepare and review financial reports and monitor regional expenses to ensure responsible budget management; adjust spending or revisions as needed
- Develop and or sustaining partnerships to maintain adequate revenue streams to support programming with support from Corps Director.

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Marketing & Communications

- Assure the Corps vision, programs and services are consistently presented in a strong, positive image in service area.
- Enhance SCC visibility in service area.
- Promote SCC as well as Conservation Legacy mission, programs and achievement

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:

- Experience in working with diverse populations in a professional setting.
- Demonstrated passion for and commitment to corps programming, mission as well as to inclusion, diversity and equity principles and practices.
- Demonstrated ability in working collaboratively and effectively with partners and external stakeholders and an ability to develop and maintain customer service-oriented relationships with funders, fee for service project partners, and community members.
- Minimum of 5 years of full-time, year-round employee leadership and management experience, with a focus on mentorship and supporting teams.
- Flexibility, adaptability and capacity to work in a fluid, changing and fast paced work environment.
- The ability to interact credibly and diplomatically with the Board & at all levels in the Corps organization and the external community – tailoring communication effectively for different groups and stakeholders.
- An open, inclusive, team-oriented work style and ability to collaborate with both senior leadership team and operational staff at all locations.
- Ability to lead and work well with others, while seeking assistance when needed to carry out responsibilities.

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- Ability to keep others, in remote locations, accountable to expectations.
- Demonstrated ability to develop and manage annual operating and project specific budgets.
- Valid driver's license, insurable driving record and ability to pass Conservation Legacy's criminal history checks.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.

Preferred Qualifications:

- Minimum 5 years recent Corps or youth development organization experience.
- Strong Microsoft Excel proficiency.
- 3-5 years grant writing and management experience.
- 3-5 years budget management experience.
- Community coalition experience, and ideally at a leadership level.
- Previous program and leadership experience with a conservation youth corps.
- Familiarity with Durango and Southwestern Colorado rural communities.
- Bachelor's Degree or higher preferred.
- Experience working with Tribes, teens, veterans, and supporting LGBT+ and BIPOC communities and participants.
- Previous hands-on conservation skills experience in trail work, chainsaw operations, ecological monitoring, forestry, fuels mitigation, and/or wildland fire.
- Business acumen, entrepreneurship.
- Outdoor leadership experience and/or education.
- Current Wilderness First Responder certification or ability to get it within first 6 months.

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. **Applicants review to begin January 9, 2023.**
2. Send Cover letter and resume to Name at kevin@conservationlegacy.org
3. 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, 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.