

Staff Position Description

Title: Individual Placements Program Coordinator – Southwest Conservation Corps

Starting Salary Range: (The starting salary range for this position will be in the 18.27 – 21.17 per hour range. Please note that the indicated salary range describes the full 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: Eligible for full time remote within SCC's service area (southern Colorado or northern New Mexico), office space available in Durango, CO

Status: Full-Time, Non-/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 Individual Placements Program 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.

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:

The Individual Placement (IP) Program Coordinator is responsible for implementing effective and efficient administrative support of individual placement and intern cohort programs within SCC, recruiting, and placing about 50+ AmeriCorps interns per year within the geographic region served by SCC. This position interacts with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. This person will work with the IP Program Manager to support the IP program across the state interacting and communicating with Regional Directors (RDs) in the Durango & Salida, CO SCC offices. The IP Program Coordinator will report directly to the IP Program Manager. SCC is strongly committed to Diversity, Equity, and Inclusion (DEI) initiatives within its programs.

Outcomes & Functions of Position:

Partner Support and Position Development:

- Work with IP Program Manager and site supervisors to interview, select, onboard, and support prospective and selected AmeriCorps and Non-AmeriCorps members.

Program Support and Administration

- Implement effective and efficient administrative systems for recruitment, enrollment, evaluation, exiting, reporting, and marketing.
- Develop an organized system for tracking each individual placement with the ability to handle multiple term stages.
- Create and develop SCC social media material with support from IP Program Manager and SCC's Recruitment, Outreach, and Communications Manager.
- Provide ongoing support for all members including the development and implementation of orientation and training and member development opportunities - developing opportunities offered by SCC, partner agencies and area organizations.
- Work closely with IP Program Manager to identify areas of additional support needed such as interpersonal issues and mental health support and meet needs as applicable including coordinating meetings to discuss issues and providing resources.
- Ability to be flexible and work on diverse projects as the work needs change.
- Ensure the enforcement of program and risk management policies. by providing resources throughout members term and updating members as needed regarding policy changes.
- Collaborate with crew-based program support staff to help develop and implement recruitment strategy.
- Work closely with both FC and LV crew-based programs, and schedule periodic presentations (with possible overnight travel) to share individual placement opportunities with youth and adult crew programs.
- Collect and compile information for reports and internal/external news and reports, including but not limited to AmeriCorps and project performance reporting.
- Work with Program Director and site supervisors to ensure the programs maintain a high member retention by providing exceptional communication to members, advocating for member's professional development, and promoting Conservation Legacy's restorative justice approach to behavioral issues.

Participant or Member Management

- Review applications, interview and onboard for 50+unique positions.
- Work with IP Program Manager and Project Partners to select and place IP members across the state based on partner interest and funding availability.
- Ensure that all open positions are filled in a reasonable amount of time by developing an organizational system to track position hiring/onboarding deadlines.
- Collect, compile and process all required intake and enrollment materials by coordinating with member, site supervisor, IP manager and Conservation Legacy administrative and admissions departments.
- Utilize online systems that are necessary for successful program operations.
- Help support and improve systems for member selection and admissions processing by maintaining tracking spreadsheets and online systems.
- Assist in creating and delivering internal orientations and trainings, intentionally aligning with Conservation Legacy's strategic initiatives.

- Facilitate opportunities for IP member development such as hosting monthly presentations/workshops and encouraging feedback from members to share their development interests

General Administration:

- Assist with workers compensation cases within the IP Program and state tax identification concerns as needed.
- Participate in weekly staff meetings and support staff as appropriate.
- Participate in weekly statewide, regional, and development staff meetings and support other staff as appropriate.
- Serve as an on-call resource for IP and Field Crew risk management system.
- Coordinate across Conservation Legacy's Individual Placement programs for systems development.
- Participate in organizational-wide IP efforts to develop support of other Conservation Legacy IP Programs.

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.

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability 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.

- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Bachelor's Degree Preferred, though equivalent professional experience will be considered.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise and take initiative to resolve administrative issues.
- Minimum of 1 year of managing administrative systems in non-profit or similar organizations.
- Previous programmatic experience with a Corps, AmeriCorps, youth serving organization or Federal Agency highly preferred.
- Current Wilderness First Responder certification, or willingness to obtain
- Experience with people support and management as well as recruiting/admissions/hiring processes.
- Insurable driving record and the ability to pass Conservation Legacy's criminal history checks.
- Positive, DEI-driven, entrepreneurial attitude and attentiveness to detail area preferred.
- Preference given to bilingual applicants, with strong preference given to English/Spanish speakers.
- Prior experience working with interns in a supervisor, mentor or facilitator role is preferred.
- A solutions-minded and creative approach to programmatic improvements is a plus.

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 Name at allison@conservationlegacy.org
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.*

3. **Review of applications will begin 1/9/2023, with an ideal start date of early to mid-February**

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.