

Staff Position Description



Title: Administrative Specialist II

Starting Salary Range: \$18.27 -\$21.17

The annual starting hourly range for this position will be in the \$18.27 to \$21.17 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: Hybrid remote Beckley WV

Status: Full-Time, Exempt

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

Reports to: Corps Director, Stewards East

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.

Stewards Individual Placements (SIP), a program of Conservation Legacy, places individual placements across the nation in projects that build capacity, improve access to natural resources, develop and support innovative solutions, develop opportunities for service and economic development, and empower leaders. The Stewards program is supported by two main National Service programs: AmeriCorps VISTA and AmeriCorps State and National. Stewards Members work with multiple partners to create highly impactful national service projects that fulfill our mission.

Position Summary:

The Administrative Specialist's primary role is to help ensure effective day-to-day operations at Stewards Individual Placements Eastern Office. This role may require, but is not limited to, performing general administrative tasks, responding to phone calls and emails, managing office equipment and supplies, creating reports and memos, organizing events, submitting written funding proposals, and supporting member and staff recruitment, selections, onboarding, and training. This role requires individuals who possess distinct skills in communication, organization, and problem-solving, have a desire to support others in reaching their goals, and can work as a member of a team and independently.

Essential Responsibilities and Functions:

Accounting:

- Assist with the management of petty cash, which includes obtaining proper approvals and ensuring Conservation Legacy Manual procedures are followed.
- Responsible for the administration and training of staff on visa reconciliation. Tracks lost / non- itemized receipts, followed by monthly communications with support staff in process of visa reconciliations.
- Maintain inventory of active and canceled credit cards.
- Manage invoicing for grants and agreements; process VISTA cost share invoices, site fees, and payment requests, tracking the supporting documentation for all VISTA site management.
- Support the development of effective and efficient administrative systems that interface with Business Office needs.
- Prepares invoices for payment
- Assists Corps Director in Budget tracking for expenses-working with other leadership and coordinators for assigned expense management.

Payroll and Human Resources:

- Responsible for setting up seasonal staff, participant employees and AmeriCorps members in payroll software.
- Working with HR office, ensure that all proper Workers Compensation is in place for new states, updating all state placements for HR record keeping.
- Create payroll summaries, obtain proper approvals, and process payroll documentation in an accurate and timely manner; enters payroll for submission in proper systems.

Database Management

- Track and update spreadsheets for AmeriCorps participants' information, including demographic information, pre-participation employment and education status, and post-participation employment and education status.
- Use organization's data systems to maintain and manage standard flow of all data entry to include but not limited to personnel records and project reports.
- Generate reports on salaries, AmeriCorps Education Awards, hours served, etc. for reporting and budgetary purposes.
- Train staff and participants on data entry standards and procedures and ensure expectations and deadlines are being met.

General Office

- Oversee and assist in maintaining and updating office equipment and supply inventory as needed.
- Create and or support innovative and efficient administration in the office

- Be familiar with all Conservation Legacy business and administration policies, protocols, and expectations to ensure they meet AL's needs and realities.
- Advocate on behalf of Stewards staff and participants regarding the creation of policies, protocols, and expectations.
- Support technology needs of the office, including equipment ordering, security, and set-up.
- Lead office supply ordering and management.
- Responding to internal and external questions and managing communication requests via phone, computer, and in-person meetings.
- Support members and staff in learning office technology and Conservation Legacy process and systems through customized training and operations manuals.
- Greet and assist members and visitors.

Field Operations Support:

- Enter information into various databases for member and stakeholder stewardship and provide support maintaining accurate project and program accomplishment data entry.
- Assist in the delivery of member, partner, and staff trainings as needed.
- Process Workers Compensation claims and responsible for training crew leaders about Workers Compensation policies and procedures
- Mailing and tracking welcome packets for interns; assigns assistance when needed;
 - Maintains the uniform inventory

Other Duties

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Work collaboratively with other departments to help solve issues
- Participates in staff meetings and other Conservation Legacy collaborative team meetings as needed.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

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:

- High school diploma or GED or equivalent work experience
- Highly organized, self-directed, and capable of creating organizational systems that others easily utilize
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Previous experience with using common office equipment and training others in general office technology.
- Comfort multitasking and handling multiple requests from different individuals and teams.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment with variable scheduling and frequent problem-solving.
- The ability to communicate professionally both internally and externally with stakeholders a variety of virtual and job site settings
- Able to pass Conservation Legacy’s criminal history checks.
- Valid Driver’s License and insurable driving record.
- 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

- **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 april@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.*

- *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.*

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A.Elkins Badtke