

# 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

**Date:** 01/06/2022

**Reports to:** Administrative Manager

**Starting Salary:** Grade A- \$15 - \$18 DOE

**Location:** Albuquerque or Gallup, NM

**Status:** Full-Time, Regular, Non-Exempt

**Benefit Eligible:** Full Benefits Eligible per Personnel Policies

## **Program Summary:**

Ancestral Lands Conservation Corps (ALCC) is a program of Conservation Legacy (CL). ALCC provides opportunities for Indigenous youth, young adults, and recent-era military veterans in New Mexico and Arizona and works with other Native American communities and conservation corps across the country to provide similar opportunities. Our vision is to lead our Nations back to ecological and cultural well-being and we do this by empowering individuals to positively impact their lives, their communities, and the environment. ALCC's crews and Individual Placements are supported from operational bases in Acoma Pueblo, the city of Albuquerque, Zuni Pueblo, the city of Gallup, and Kykotsmovi (Hopi) and a Regional Individual Placement program.

## **Position Summary**

This position will provide general administrative assistance for the daily operations and maintenance of databases and systems for Ancestral Lands Conservation Corps (ALCC), a program of Conservation Legacy (CL). This position interfaces significantly with ALCC and CL staff on financial processes, onboarding and exiting of season participant employees and AmeriCorps participants; AmeriCorps compliance, and general support/ other areas of administrative support. The Administrative Assistant position can be located within one of 5 Ancestral Lands offices: Albuquerque, Gallup, Acoma, Zuni, or Kykotsmovi (Hopi). Some travel and overnight stay will be required.

## **Essential Responsibilities and Functions:**

### **Accounting:**

- Accounts payable, which include responsible for the administration and training of staff and crew leaders on visa reconciliation. Tracks lost / non- itemized receipts including payroll deductions when needed, followed by monthly communications with support staff in process of visa reconciliations.
- Maintain inventory of active and canceled credit cards.
- Maintain accurate accounting files and records.

### **Payroll and Human Resources:**

- Assist in setting up seasonal staff, participant employees and AmeriCorps members in time tracking software (Salesforce), monitoring that participants' complete relevant biographical information, time tracking on a regular basis, and approvals are in place on a biweekly schedule.
- Assist in setting up seasonal staff, participant employees and AmeriCorps members in payroll software (Evolution).

- Assist in creating payroll summaries, obtaining proper approvals and processing payroll documentation in an accurate and timely manner.
- Assist with the onboarding process for seasonal staff and members, the processing of criminal history checks and the E-Verify Process.
- Assist in maintaining accurate HR and AmeriCorps files and records throughout the employee and members' participation in ALCC programs.

#### **Database Management:**

- Enter and manage information in various databases (Salesforce, Silkroad, eGrants, Truescreen, Fieldprint, Sharepoint, etc.) for members, staff and stakeholders and support maintaining accurate project and program accomplishment data. Support program compliance with AmeriCorps policies.
- Maintain data entry standards and procedures to ensure expectations and deadlines are being met.

#### **Field Operations Support:**

- General administrative support and training for program operation needs, including travel to other ALCC offices providing direct administrative support and trainings as needed.
- Process Workers Compensation claims and responsible for training crew leaders about Workers Compensation policies and procedures

#### **General Office:**

- Familiarize self with all Conservation Legacy business and administration policies, protocols, and expectations to ensure they meet ALCC's needs and realities.
- Maintain and update office equipment inventory as needed.
- Advocate on behalf of ALCC staff and participants regarding the creation of policies, protocols, and expectations.

#### **Other Duties:**

- Perform a variety of other administrative duties as required to ensure efficient office operations for ALCC and CL.
- Participate in weekly program operations, weekly staff meetings and other collaborative team meetings as needed.
- 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.
- 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.

#### **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.

#### **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, especially within Indigenous communities.
- Associates degree OR equivalent work experience
- Minimum 1 year recent experience working in Administration, as an Administrative Assistant, or previous experience working with a Corps program in an administrative role.
- Organizational and time management skills and ability to prioritize.
- An aptitude for data entry systems and capability to train others in its use.
- 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 (Outlook, Teams, Sharepoint, Word, Excel), 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.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

**Preferred Qualifications:**

- Self-motivated, decisive, and highly organized and prepared for working in an office setting.
- 2+ years working with Indigenous communities or populations.

**To Apply:** Send Cover letter and resume to Rosie Thunderchief at

[rthunderchief@conservationlegacy.org](mailto:rthunderchief@conservationlegacy.org)

Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***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*