

# 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:** Ancestral Lands Associate Director

**Date:** 12/10/2020

**Reports to:** Corps Director

**Starting Salary:** Grade C+, \$45,000 – 56,250

**Location:** Gallup, NM

**Status:** Full-Time, Exempt

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

## Program Summary:

Ancestral Lands (AL) is a program of Conservation Legacy (CL). AL provides conservation service opportunities for indigenous youth, young adults, and recent-era military veterans in Colorado, 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. AL's crews are supported from operational bases in Acoma Pueblo, Albuquerque, Zuni Pueblo, Gallup, and Kykotsmovi (Hopi).

## Position Summary:

The Ancestral Lands Associate Director is responsible for the execution and overall quality of programming and operations across Ancestral Lands offices. The AD supports the administrative and logistical details of the program, serves as the information/communication hub for other AL office staff, oversees operational support of crews, works with the Corps and Associate Directors to coordinate staff who provide support to crews in the field, and maintains timely and effective communication with project partners. This person will be responsible for locally-based crews and programs throughout the AL service area and will supervise a team of staff who will be on the ground directly supporting crews in the field and completing necessary administrative tasks as well. Duties include ensuring compliance with all Conservation Legacy policies, safe crew operations, successful completion of work projects, project partner satisfaction, and an impactful experience for all participants.

The Associate Director must develop and maintain a good working relationship with ALCC and Conservation Legacy staff, major funding sources, community representatives from local indigenous partners, project partners, and Corpsmembers and Crew Leaders. The position has recurring access to vulnerable populations.

The position is approximately 75% office-based and 25% field based, with field visits that may include overnight stays. A strong and consistent field presence will be required from the AD, including overnight and weekend stays. The AD must be available for emergency trips to the field. The AL Associate Director reports to the Corps Director (CD).

## Essential Responsibilities and Functions:

## **Program Oversight and Support**

- Plan and oversee the implementation of all Local Programs
- Work as a part of the Ancestral Lands Leadership Team and program staff to coordinate project scheduling and maintain an up-to-date comprehensive Local Program project schedule.
- Ensure Local Programs receive resources and support needed to be successful meeting specific goals in the community where they are operating.
- Ensure project quality and quantity by providing technical assistance to and accountability of Program Managers, Coordinators, Field Supervisors and crew leaders in the field.
- Model risk management procedures in the field to create a safe working environment.
- Facilitate and manage the follow up with Project Partners after hitches to ensure they are satisfied and to receive any feedback.
- Work closely with Local Program staff to ensure sound hiring decisions for Crew Leader positions.
- Work with Leadership Team and Local Program staff to address issues of discipline
- Implement and monitor program tracking and reporting systems.
- Review, analyze, evaluate, and report on project data.
- Implement and monitor member and program evaluation process.
- Periodically visit crews in the field to assess the quality of program implementation, including visits with other Local Program staff to ensure consistency and provide professional development opportunities.
- Work with the Operations and Logistics and Associate Director and other program staff to ensure trainings are effective in preparing Local Program Corpsmembers for their terms of service.
- Respond to crew emergency situations.
- Participate in a weekly on-call system for crews in the field.
- Enforce all ALCC Policies and Procedures.

## **Program Development**

- Maintain and strengthen the partnership between local partners and Ancestral Lands including reporting, project development, and renewal of funding.
- Coordinate, facilitate and oversee implementation of local project work
- Apply or assist with the application for eligible grants and fundraising campaigns to support programming.
- Manage grant budget(s) and partnership between funders, program, and grant support staff.
- Develop and strengthen local partnerships, including with Tribal administration, NGOs, and other community-based partners.
- Develop a long-term support strategy for alumni members in mutual partnership with partners.
- Develop a long-term plan for the direction of local AL offices.

## **Staff Supervision**

- Supervise and support full time and seasonal field staff to include Program Managers, Program Coordinators, and Field Supervisors.
- Mentor staff with positive supervision and actively mentor and develop staff.
- Participate in the hiring, management, and evaluation of Local Program staff.
- Recruit, orient, train, and support the Local Program staff.

December 2020

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- Promote an efficient, collaborative, and effective working relationship among staff across all ALCC offices.
- Provide ongoing feedback, coaching and evaluation for Local Program staff.
- Provide administrative, logistical, and counseling support to Local Program staff.

### **General Administration**

- Work with Corps Director to ensure spending is within the approved budget.
- Ensure program staff spend appropriately.
- Manage multiple databases for recruitment, selection, onboarding, payroll, timesheets, and AmeriCorps information.
- Manage and maintain accurate reporting of all necessary information and complete program reports including field site visits, recruiting notes, and accomplishments
- Work within an established program budget; manage credit cards, receipts, and financial reporting
- Assist with end of year reporting
- Work closely with administrative staff to ensure compliance of paperwork tasks and AmeriCorps requirements.
- Track expenditures to ensure we are staying within approved budgets.

### **Other Duties**

- 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:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.**

### **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.
- Minimum of 4 years' experience in youth development or corps field.
- Minimum 4 years' experience in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, fencing, herbicide application, backcountry travel, with a strong emphasis placed on multiple years of previous trail construction and maintenance experience.
- Valid CPR and Wilderness First Aid certification and willingness to earn a Wilderness First Responder certification.
- Valid driver's license, insurable driving record, and ability to pass Conservation Legacy's criminal history background check.
- 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.
- Must be able to pass the organization's criminal history background check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.

**Preferred Qualifications:**

- Minimum 4 years working in or with indigenous communities
- Valid Wilderness First Responder certification

**To Apply:** Send Cover letter and resume to Chas Robles at [chas@conservationlegacy.org](mailto:chas@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 working effectively with diverse communities, including those specific to the BIPOC community & 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.*