

Staff Position Description

Title: Ancestral Lands Conservation Corps Administrative Assistant II

Starting Salary Range: Starting salary range for this position will be in the \$22.40 - \$23.08 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: Albuquerque, NM and Partially Remote Eligible.

Status: Full-Time, Non-/Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: Director of Administration

Posting Period: Position is open until filled. Applications received before Friday, July 5 will be given priority.

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:

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 wellbeing 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, Isleta Pueblo, the Land Grants community in the East Mountains of Albuquerque, Wind River, Wyoming, Kykotsmovi (Hopi) and a Regional Individual Placement program.

Position Summary:

The Administrative Assistant II provides intermediate administrative assistance for the daily operations of Ancestral Lands Conservation Corps and the administrative staff of Conservation Legacy. This requires, but is not limited to, performing general administrative tasks, responding to phone calls and emails, managing office equipment and supplies, creating reports and memos, and supporting member and staff recruitment, onboarding, and coordinating and facilitating trainings and workshops for program staff and participants.

Outcomes & Functions of Position:

Human Resources:

- Responsible for setting up seasonal staff, participant employees and AmeriCorps members in payroll software.

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- Responsible for creating payroll summaries, obtaining proper approvals, and processing payroll documentation in an accurate and timely manner.
- Run E-Verify process for seasonal staff and members.
- Assist with processing criminal history checks and updating systems once results are received.
- Assist in maintaining accurate HR and AmeriCorps files and records throughout the employee and members' participation in ALCC.
- Maintain member records for grant compliance with the state commission.
- Attend state commission sessions when Director of Administration is unavailable.
- Assist in managing internal and external databases related to Seasonal Staff and AmeriCorps member terms of service.
- Assist with enrollment duties as necessary.

Payroll Administration

- Enter all new seasonal hires into payroll software.
- Verifying I9-eVerify is processed.
- Ensure entry of W-4 information.
- Ensure entry of direct deposit information.
- Ensure proper set up of time off accrual (sick leave, PTO, etc.).
- Ensure entry of state tax information.
- Administer timekeeping and reporting through the seasonal employee attendance system.
- Adhering to payroll schedule deadlines and payroll processing dates.
- Pre-Processing and validating payroll files to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions and earnings.
- Investigating and resolving payroll discrepancies.
- Ensuring accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Ensuring compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Communicating with team members as needed to educate and answer questions pertaining to payroll matters.
- Working on projects requested from Payroll Leadership.

General Office:

- Manage office and supplies, ensuring office has an adequate supply of needed materials.
- Assist in ensuring that office technology, computers, cell phones and equipment are in working order and assist in coordinating maintenance.
- Maintain crew leader technology, computers, cell phones and applications used for field work.
- Maintain and update office equipment inventory as needed.
- Participates in internal and external committees.
- Participates in partner community meetings as necessary.

Accounting:

- Responsible for the administration and training of staff and crew leaders on visa reconciliation.
- Assists with tracking lost / non- itemized receipts including payroll deductions when needed.
- Assists with the review of receipts and coding for staff and leaders in online banking portal.
- Maintains accurate accounting files and records.
- Attends check-in sessions with Administrative Director.

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Field Operations Support

- General administrative support for program operation needs.

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, including 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.

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.

Qualifications:

- An associate degree is preferred or four years of related experience.
- 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.
- 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.
- Ability to successfully work in a fluid, changing work environment.

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.*

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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 Emerald Craig at ecraig@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. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. 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.

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