

# 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 Hopi Field Coordinator      **Date:** 1/1/22

**Reports to:** Hopi Program Director

**Weekly Pay Rate:** \$735 - \$785 Dependent on Experience

**Location:** ALCC Hopi Office Kykotsmovi AZ

**Status:** Seasonal

**Benefit Eligible:** Seasonal benefits per Policy Manual

## ***Program Summary:***

Ancestral Lands Conservation Corps (ALCC) is a program of Conservation Legacy (CL). ALCC provides conservation service opportunities for indigenous youth, young adults, and recent-era military veterans in Colorado, New Mexico, and Arizona. ALCC 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. We do this by empowering individuals to impact their lives, communities, and the environment. AL's crews are supported from operational bases in Acoma Pueblo, Albuquerque, Zuni Pueblo, Gallup, and Kykotsmovi (Hopi).

The Ancestral Lands Hopi Office located in Kykotsmovi AZ was established in 2017 and is quickly growing. The Hopi office hopes to field 4-6 crews for the 2022 season, focusing on developing the Firewood Project, High School Parks Exposure Crew, Restoration Certification Crew, and Trail projects. We are hoping to further develop and strengthen our program with a seasonal Field Coordinator, with the potential to become full-time in 2023.

## **Position Summary:**

The Ancestral Lands Field Coordinator's primary role is to provide leadership, logistical, and field support to Ancestral lands Hopi Crews. The position requires both a field and office presence based on program needs. The Field Coordinator's responsibilities will focus on crew leader/member recruitment, development, field support, logistics/fleet management, and technical field skills development.

## **Essential Responsibilities and Functions:**

- **Field Support:** Conduct regular visits to crews, project partners, and work sites. Communicate and debrief with crew leaders and corps members during field visits. Manage on-the-ground project quality and quantity by providing technical assistance as needed. Enforce all ALCC and agency policies and procedures. Provide encouragement, guidelines, and supervision to crew leaders throughout their tenure. Will fill in for vacant crew leader positions as necessary.
- **Vehicles, Tools, Equipment, Gear:** Assist with the purchase, repair, and maintenance of project supplies (fence materials, etc.), tools, camp equipment, uniforms, PPE, first aid supplies, and other field necessities, as directed by the Program and Logistics Coordinator. Work within an established program budget regarding necessary

purchases. Help to maintain vehicles and trailers and management of program vehicles. Develop and implement strategies to improve vehicles safety and care.

- **Training:** Assist in developing and implementing the crew leader and Corpsmember training. Training includes the development of chainsaw, trails work, and leadership/facilitation skills. Be a role model and mentor throughout training and field season for Crew Members and Leaders.
- **Program Support:** Assist with planning, scheduling, and implementing crew projects. Assist with the development and coordination of risk management policies. Facilitate corps member development in the field. Assist with the coordination of rig-up and de-rig at the beginning and end of hitches. Plan and help Crew Leaders with food buying and menu planning.
- **Risk Management and Emergencies:** The Field Coordinator will be the first staff responders for crew emergencies and support. Therefore, must be readily available for trips into the field and comfortable with an ever-shifting work schedule. Help prepare any forms and instruments for emergency planning and use.
- **Project Management:** Assist project management, including developing project specs, supporting crews, and maintaining accurate reporting of all necessary information and completing program reports, project, program, and crew leader evaluations throughout the season.

#### **Other Duties**

- **Recruitment and General Administration:** Assist the Program Coordinator with recruitment and selection of applicants for members of conservation crews. Including visits to schools, community partners, etc., for recruiting and outreach, and interviewing applicants.
- Successfully engage, lead, and support an inclusive work environment for underrepresented populations within the organization and the communities we serve.
- Lead and/or participate 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. It 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, the ability to move across varied terrain, use program-specific tools, and a range of technology on an infrequent or frequent basis. Occasionally exerting up to 25 pounds of force to lift, carry, push, pull, or otherwise move objects. The ability to safely drive an organizational vehicle may also be required for some positions.*

- Must be able to operate office equipment, telephone, computer, reach with hands and arms, name other equipment of use.
- Must be able to drive a vehicle frequently/infrequently during work shifts.
- Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

#### **Minimum Qualifications:**

- **Valid Driver's License and Insurable Driving** record must pass the organization's criminal history check requirements.
- Experience leading Conservation Legacy programs, members, or administrative systems.

December/2021

Masayesva

- **Complete vaccination against COVID-19 by the first day of employment and provide proof of vaccination before starting.**
- Applicants **MUST** reside within or near the local community. Accommodations for off reservation applicants is extremely limited and cannot be provided.
- Minimum of **2 years** of experience in youth development or corps field.
- Exhibits the ability to effectively work on diverse teams or with various populations, including those underrepresented at our organization and those of BIPOC communities.
- 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 and manage complexity cultivate innovation and drive and influence the results of oneself and others.
- Ability to work well with others and 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.

**Preferred Qualifications:**

- A minimum of 2 years of related experience.
- Experience with chainsaw use, maintenance, and repair.
- Experience with Vehicle, service, maintenance, and repair.
- Experience with trailer use, maintenance, and repair.

**To Apply:** Send Cover letter and resume to Marshall Masayesva [marshall@conservationlegacy.org](mailto:marshall@conservationlegacy.org) The 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 with youth and young adults and your technical experience background.***

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. Please send a request to the hiring manager if you need assistance and/or a reasonable accommodation for a disability during the application or recruiting process.