

# 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: Enrollment Coordinator**

**Reports to:** Recruitment and Member Support Director

**Starting Salary:** Class A; \$31,200 - \$37,440

**Location:** Flagstaff or Tucson, AZ; Las Cruces, NM

**Status:** Full-time, Non-Exempt, Full benefits per personnel policies

**Summary:**

Arizona Conservation Corps (AZCC) and Conservation Corps New Mexico (CCNM) programs of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC and CCNM are focused on connecting youth, young adults and military veterans with conservation service work projects on public lands. Our programs promote professional and personal growth, experiential learning, and an ethic of natural resource stewardship while incorporating the guiding principles of community, dedication, challenge, integrity, and fun! AZCC and CCNM operate year-round conservation service programs across Arizona and southern New Mexico that engage individuals and strengthen communities through service and conservation.

The Enrollment Coordinator will be responsible for providing technical assistance and data quality support to the Recruitment and Member Support Team and for providing grant compliance and administration assistance to Central Staff at Conservation Legacy. AZCC and CCNM typically engages 350 – 450 youth and young adults per year within AmeriCorps crews.

**Essential Responsibilities and Functions:**

**Program Development and Administrative Duties**

- Manage internal and external databases related to AmeriCorps member terms of service.
- Continuously increase knowledge of National Service and AmeriCorps compliance reviewing policy communication and by attending trainings and conferences.
- Ensure timely enrollment, tracking, and exiting of AmeriCorps participants and Crew Leaders.
- Collaborate with other Conservation Legacy programs to foster cross-program efficiencies.
- Conduct regular checks to ensure data collected is complete and accurate.
- Work closely with teammates to compile quarterly and semiannual progress reports

- Assist with other administrative duties as assigned.

### **Post Program and Education Assistance**

- Identify program outcomes and align with organizational strategic plan, goals and tactics
- Mentor and assist individuals with personal, and career development and placement
- Help coordinate workshops on employment and educational opportunities during and after AmeriCorps terms of service.
- Develop and maintain internal tracking systems to report trainings, certifications and other educational opportunities completed by AmeriCorps members during and after their terms of service

### **Other Responsibilities**

- Commit to own professional development by utilizing webinars, youth development trainings, workforce development tools, DEI trends and resources.

### **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.
- 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.
- Valid Drivers License and insurable driving record.

- Experience leading Conservation Legacy programs, members or administrative systems.

**Preferred Qualifications:**

- *Bachelor's degree or equivalent related experience*

**To Apply:** Send Cover letter and resume to Kayla Gundrum at [kgundrum@conservationlegacy.org](mailto:kgundrum@conservationlegacy.org) Cover Letter must include a response to following question: ***Provide some examples of your experience in working effectively with diverse teams or a variety of populations, including those specific to the BIPOC community.***

*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.*