

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: Program Coordinator **Date:** 11/15/2021

Reports to: Program Director

Starting Salary: Grade B \$35,568 - \$43,000

Location: Tucson

Status: Full-Time, Exempt

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

Program Summary:

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC has operational bases in Tucson and Flagstaff. AZCC, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands.

Position Summary:

The Program Coordinator's primary responsibilities are: recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders, and Assistant Crew Leaders; supporting and maintaining partnerships through partner coordination, project development, and reporting; overseeing and maintaining consistent quality control, risk management, and program integrity. Both office and field work are required in this position and the ability to work a flexible schedule is critical.

Essential Responsibilities and Functions:

Staff Support

- Work in collaboration with the Program staff to recruit, hire, train, mentor, evaluate, supervise, and support Field Staff.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.

Project Support

- Coordinate and schedule crew activities and projects with a diverse array of land managers.
- Determine and develop project expectations and specifications, working with project partners. Communicate work plans to Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation.
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Maintain a staff presence in the field, including frequent overnight stays.

- Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases.
- Produce high quality reports for project and community partners.
- Communicate with and assist the Logistics staff to ensure the shop, fleet, equipment, and other practical crew needs are met.

Other Duties

- Assist Program staff with a wide variety of in-house trainings such as trainings on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace, as well as a weeklong orientation for incoming Corps members. The Program Coordinator may also be involved with other on-the-job trainings such as advanced felling, fence construction and maintenance, rigging, and historic preservation.
- Participate in program promotional activities.
- Establish and maintain local recruitment contacts, schedule outreach events, and assist the Recruitment Team with interviews as appropriate.
- Serve as a responder to AZCC field emergencies, including being “on-call” for after-hours support.
- Assist with other general duties as needed or assigned by supervisor.
- 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 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 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.
- 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.
- Valid Driver’s License and Insurable Driving Record
- Must be able to pass the organization’s criminal history check requirements.

Updated 11/2021

Staff Name

- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting

Preferred Qualifications:

- Experience working for a Conservation Corps or AmeriCorps program.
- Two years minimum applied Field experience in conservation or land management field work.
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor.
- Technical competence and experience in dry stone masonry, full bench trail construction, chainsaw operations for riparian restoration and fuel reduction.
- Proficiency with office equipment and software including Microsoft Office and database management; ability to manage data in an organized, consistent, and timely manner.
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and members

To Apply: Send Cover letter and resume to James Pitts james@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, 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. 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.