

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 Manager

Reports to: Program Director

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

Location: Flagstaff

Status: Year round, full-time, exempt

Summary:

Arizona Conservation Corps:

The Arizona Conservation Corps (AZCC) is a program of Conservation Legacy, a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. AZCC provides youth and young adults opportunities to complete conservation projects on public lands throughout Arizona and surrounding states. AZCC runs field programs year round from multiple operational bases in the state, including Tucson, Flagstaff, and Pinetop-Lakeside. Each year, Field Crews supported out of each main office typically complete a minimum of 200 weeks of fee-for-service projects engaging approximately 14 seasonal Crew Leaders or Assistants and 100 Corpsmembers. During peak seasons 10-12 Field Crews may be supported by staff based in our main offices at the same time.

Position Summary:

The Program Manager'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. The position consists of around 20% field work and 80% office work.

Essential Responsibilities and Functions:

Supervisory Responsibilities

- Directly supervise, mentor, and support Program Coordinators, Logistics Coordinators, and Field Supervisors in your office.
- Work in collaboration with Program Coordinators and Field Supervisors to recruit, hire, train, mentor, evaluate, supervise, and support Crew Leaders.
- Work in collaboration with Logistics Coordinators to maintain local fleet, facilities, and tool caches
- Lead weekly operations meetings, coordinate between teams in the Flagstaff and White Mountains offices
- Ensure all field paperwork, pictures, field notes, and other crew data are completed and turned in.
- Maintain and organize multiple information systems and databases.

- Work in collaboration with the Administrative, Recruitment and Management Teams to ensure all systems and paperwork is processed in a timely manner.

Project Support

- Develop and coordinate Field Crew projects with a diverse array of land managers
- Work with Field and Logistics Staff to determine and develop project expectations and specifications, working with on the ground project partners. Communicate work plans to AZCC Staff and 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.
- Facilitate in 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 Corpsmember.
- Serve as a responder to AZCC field emergencies, including being “on-call” for after-hours support.
- Maintain a staff presence in the field with crews and partners.

Other Duties

- Fill in as needed to support crews in the field. The Program Manager may also be involved with other on-the-job trainings such as advanced felling, fence construction and maintenance, rigging, and historic preservation.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.
- Assist Administrative and Recruitment Teams as time allows.
- Participate in program promotional activities.
- Assist with other general duties as needed or assigned by supervisor.

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.
- Minimum of 3 years of experience in youth development or corps field.
- 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.

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Russ Dickerson

- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Must hold a valid drivers license and have an insurable driving record.
- Must be able to pass the organization's criminal history background check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.

Preferred Qualifications:

- Bachelor's Degree in Environmental Science, Natural Resources, Forestry, or a related field OR prior experience working for a Conservation Corps or AmeriCorps program – most preference given to applicants with experience working for a program within Conservation Legacy
- 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 and crosscut 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, resume and references to Russ Dickerson at russ@conservationlegacy.org Cover Letter must include a response to following question: ***Provide some examples of your experience inworking effectively with diverse teams or a variety of populations, including those specific to the BIPOC community.*** Position is open until filled and subject to close without notice.

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.