



Title: Support Services Coordinator

Date: 1/27/2020

Reports to: Operations Director

Salary: Grade B (\$17.10-\$20.67 hourly with possibility of limited overtime)

Location: Tucson or Flagstaff, AZ

Status: Full-time, Hourly, Regular

Benefit Eligible: Full as per Policies

Summary:

Arizona Conservation Corps (AZCC) and Conservation Corps New Mexico (CCNM), both programs of Conservation Legacy, aim to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC and CCNM are focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands. AZCC and CCNM operate conservation service programs across Arizona and southern New Mexico that engage individuals and strengthen communities through service and conservation.

The Support Services Coordinator is responsible for our participants' personal and professional development, career and academic placement, alumni support and outreach, and learning of additional skills that will help them be successful in and after our program. This position will support members based in Tucson, Pinetop, Las Cruces, and Flagstaff. Travel will be required to support members and implement programming in each of our offices. Evening, overnight, and weekend work will be required on occasion and a flexible schedule is a must.

Essential Responsibilities and Functions:

Career and Academic Placement

- Connect participants with potential employers and academic institutions
- Plan and facilitate professional development workshops and trainings that will facilitate youth development and successful labor market transitions including resume building, interview skills, navigating USAJobs, Mental Health First Aid, and financial literacy
- Connect members with career and college fairs in the community, develop in-house career advancement events
- Develop relationships with local employers in high-growth industries and other career services

Alumni Support and Outreach

- Maintain contact with alumni through correspondence, newsletters, forums, and events
- Develop alumni events
- Provide proof of employment, letters of recommendation, and references for crew members as needed
- Track alumni academic and employment status and create a database of alumni information
- Prepare alumni reports for grant administration purposes

Curriculum and Program Development

- Identify existing service providers and schedule workshops, trainings, and other events in coordination with local staff
- Develop presentation resources and train other staff to deliver in-house content
- Develop scope and curricula for workshops, trainings, and other member support events
- Develop strategies to provide compelling programming to members eligible for our Opportunity Youth Service Initiative crews in order to assist with member recruitment and experience.
- Communicate regularly with staff at other Corps about current initiatives, successes, challenges, and new ideas
- Ensure our program is observing AmeriCorps National Days of Service

Recruitment and Outreach

- Working closely with the Recruitment and Member Support Team, identify tabling events and other recruitment opportunities to assist with recruitment efforts, particularly for Opportunity Youth Service Initiative crews
- Build partnerships with local community action agencies and other service providers whose clients and participants may be well suited for our program
- Develop and provide clear, concise and audience-appropriate presentations about AZCC for the public to recruit, inform, and inspire
- Coordinate outreach to incoming Corpsmembers

General Administration

- Manage credit card, petty cash, and other expenses related to program operations
- Work within a budget and report expenditures to Director

Miscellaneous

- Other duties as assigned by supervisor.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Support Services Coordinator is required to sit, stand, walk, speak and hear. The Support Services Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Support Services Coordinator may be required to lift up to 50 pounds unassisted. 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.

Qualifications:

- Experience facilitating and designing personal and professional development workshops, trainings, and events
- Experience with networking and organizational relationship development
- Experience creating, developing, and delivering professional presentations to a wide variety of audiences and demographics
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Outstanding organization, prioritization, and time management skills.
- Ability to collaborate as well as work independently.
- The ability to communicate effectively with all staff in the organization and to understand support service needs as they arise.
- Bachelor's Degree (BA/BS) from a four-year college or university in psychology, social work, education, or related field preferred.
- Valid driver's license and an insurable driving record.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Must be able to pass Conservation Legacy's criminal history check.
- Previous experience with a Corps or youth serving organization preferred.

To Apply: Send cover letter, resume, and references to Emily Storjohann, emily@conservationlegacy.org