

# 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:** Administrative Specialist

**Date:** May 31, 2021

**Reports to:** Corps Director

**Salary:** Grade B (Starting at \$17/hour)

**Location:** Greater Harrisonburg; Part-time Remote Work Eligible

**Status:** Non-exempt, Regular, 20-30 hours/ week

**Benefit Eligible:** Not Benefit Eligible

## **Program Summary:**

The Appalachian Conservation Corps (ACC), a non-profit service organization, is a program of Conservation Legacy. Built on the legacy of the Civilian Conservation Corps (CCC) ACC provides youth, young adults, and veterans opportunities to complete conservation projects on public and private lands throughout Virginia, Pennsylvania, Ohio, West Virginia, and Maryland. While serving with ACC, members learn natural resource management practices and team work through completing high quality projects such as land restoration, trail construction, invasive plant management, disaster relief, and much more. ACC operates field programs nearly year-round. Annually, field crew and internship engagement averages approximately 130 corps members and roughly 16 seasonal Crew Leaders or Assistant Crew Leaders, with a support staff of three to four.

## **Position Summary:**

The Administrative Specialist's primary role is to help ensure effective day-to-day operations at Appalachian Conservation Corps. This role may require, but is not limited to, performing general administrative tasks, responding to phone calls and emails, managing office equipment and supplies, creating reports and memos, organizing events, submitting written funding proposals, and supporting member and staff recruitment, selections, onboarding, and training.

This role requires individuals who possess distinct skills in communication, organization, and problem-solving, have a desire to support others in reaching their goals, and are able to work as a member of a team and independently.

## **Essential Responsibilities and Functions:**

- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Support technology needs of the office, including equipment ordering, security, and set-up.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Lead office supply ordering and management.
- Generate program reports, create presentations, develop brochures and flyers, document meeting minutes, and conduct research.
- Responding to internal and external questions and managing communication requests via phone, computer, and in-person meetings.
- Assist in tracking and supporting outreach, recruitment, selections, and onboarding for open member and staff positions.
- Enter information into Salesforce database for member and stakeholder stewardship and provide Support maintaining accurate project and program accomplishment data entry.
- Support members and staff in learning office technology and Conservation Legacy process and systems through customized training and operations manuals.
- Greet and assist members and visitors.

- Assist with accounting support, including managing invoices, payments, petty cash, receipts, and financial reporting.
- Act as a critical team member in recruitment, hiring, onboarding, and compliance of ACC members and staff.
- Act as a representative of ACC with internal and external stakeholders, including community leaders, donors, partners, and funders.
- Support general grant writing research, editing, and submittals.
- Assist in the delivery of member, partner, and staff trainings as needed.
- Supports the storage and management of member media submissions, including crew photos, member blogs, field notes.
- Assist with social media posts and responses as needed.

### **Other Duties**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Work collaboratively with other departments to help solve issues
- Participates in staff meetings and other Conservation Legacy collaborative team meetings as needed.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.

### **\*Additional Benefits:**

- Specific program and employee resource groups to support a workplace culture of belonging including mentor opportunities and affinity spaces.
- Diversity and inclusion training for all employees.
- Flexible work arrangements to enable you to meet the requirements of your role in a way that's right for you.
- Outdoor Industry Pro-Deals.
- Annual Professional Development Investment + annual Leadership Development Training Opportunities.
- Incredible and dedicated team of coworkers passionate about the outdoors and service.

### **Minimum Qualifications:**

- High school diploma or GED or equivalent work experience
- Highly organized, self-directed, and capable of creating organizational systems that others easily utilize
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Previous experience with using common office equipment and training others in general office technology.
- Comfort multitasking and handling multiple requests from different individuals and teams.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment with variable scheduling and frequent problem-solving.
- The ability to communicate professionally both internally and externally with stakeholders a variety of virtual and job site settings
- Able to pass Conservation Legacy's criminal history checks.
- 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.

### **Preferred Qualifications:**

- 2-4 years recent experience as an Administrative, Accounting Clerk or HR Assistant
- Comfortable with ambiguity and working in a fast-paced teams driven by innovation and entrepreneurial approaches.

- Salesforce CRM expertise.
- Valid Driver's License and insurable driving record.

#### **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, the ability to move across varied terrain and use program specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions.

**To Apply:** Send cover letter, resume, and references to Zach Foster, Corps Director (zach@conservationlegacy.org). Position is open until filled and subject to close without notice.

Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to the BIPOC community & 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 the application or the recruiting process, please send a request to the hiring manager.*