

Staff Position Description

Title: Admissions Coordinator

Starting Salary: The starting salary range for this position will be in the \$21.01-\$21.64/hr range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Fully remote eligible within the contiguous United States only.

Status: Full-Time, Non-/Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Reports to: Admissions Manager

Posting Period: Please apply before 11/18/24

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Position Summary:

Conservation Legacy supports multiple offices and programs that directly provide programming. This position centrally supports the internal compliance and functionality of admissions processes for participants and staff; while ensuring systems are aligned with the organizational values, program outcomes and funding requirements.

Outcomes & Functions of Position:

General Administration

- Collaborate with program and administrative staff to ensure internal admissions and hiring systems are aligned with program systems and needs.
- Participate as a productive member of a larger team of administrative staff to understand organizational goals and outcomes and those of the programs they serve.
- Facilitate the successful and compliant onboarding of all Conservation Legacy participants.
- Ensure that details of all documents are accurately collected and completed by complying with internal checks and balances.
- Assist AmeriCorps Grants Manager with other administrative responsibilities; including, but not limited to internal staff communication and training.
- Coordinate and implement hiring and exiting systems with central & local Human Resources staff to ensure all participant files are compliant with federal, state, and AmeriCorps requirements.
- Provide high level customer service to potential applicants, current participants, alumni, partners, and internal staff.
- Adapt to and communicate changes to policies, procedures, and program needs.

Admissions and Onboarding

- Support incoming participants through Conservation Legacy web-based admissions and onboarding processes.
- Manage each participant's required enrollment and exiting documents to ensure that they are compliant within strict deadlines; including but not limited to, AmeriCorps grants and specific-program needs.
- Remain knowledgeable of AmeriCorps requirements and regulations as well as other funding requirements regarding admission and exit documents, and work as a team to adjust internal systems to ensure compliance.

Organizational Advocacy

- 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 complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other "Hats" You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Facilitator, Trainer

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. 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.

Qualifications:

- Minimum 2 years experience in an administrative role.
- Minimum 2 years experience managing and/or utilizing a comprehensive database system.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to successfully work in a fluid, changing work environment.
- Ability to exhibit high level customer service.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to work independently and manage time efficiently in an environment with crucial deadlines and requirements.
- Must have measurable achievements showing organizational skills and the ability to efficiently complete multiple tasks at a time.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.

- Must be able to pass the organization’s criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.

Preferred Qualifications:

- Experience with Salesforce and HRIS database management and reports.
- Previous experience with AmeriCorps Program requirements.
- Experience with applicant tracking systems and/or onboarding system software.
- Experience with hiring staff or enrolling participants in large quantities at a time.
- Previous experience with a Corps, Non-Profit or youth serving organization.
- Experience working with remote partners, co-workers, or clients on a regular basis.

Other Competencies Desired for this Position’s Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Allison Laramée at allison@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes “Applicant_(Your Name)”.

Cover Letter must include a response to the following: *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. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

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.