

# Staff Position Description

**Title:** Admissions Coordinator

**Date:** June 28, 2022

**Starting Salary Range:** \$18.27-18.82 per hour

**Location:** Any Conservation Legacy office location and Partially Remote Eligible

**Status:** Full-Time, Non-Exempt

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

**Reports to:** Central Grants Specialist

**Important Requirement:** Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

## 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 and external application and admission 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 administration staff to understand organizational goals and outcomes and those of the programs they serve.
- Administer and monitor the format, workflow, and content of internal applicant tracking systems and on-boarding software; communicating with software tech support staff as needed.
- 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 employee files are compliant with federal, state, and AmeriCorps requirements.
- Provide high level customer service to potential applicants, current participants, alumni, partners, and internal staff.

## **Member Admissions and Staff Hiring:**

- Assist program and administrative staff with application processes through managing the flow of applicants and support efforts to diversify candidate pools through systems.
- Support incoming staff through Conservation Legacy web-based admissions and hiring 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, Department of Labor 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, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

## **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:**

- Ability to successfully work in a fluid, changing work environment.
- Minimum 2 years experience in an administrative role.
- Ability to exhibit high level customer service.
- Experience managing and/or utilizing a comprehensive database system.
- 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.
- Minimum education: High school diploma or GED.

- Ability to operate Microsoft Office programs and applications, or similar platforms.
- 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.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- 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:**

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

**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 Name at [allison@conservationlegacy.org](mailto: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. 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.*