

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: Recruitment and Member Support Coordinator

Date: 11/4/21

Reports to: Program Director

Starting Salary: Salary Grade B, hourly range \$17.10-\$20.67

Location: Raleigh, NC

Status: Full Time, Non-Exempt

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

Program Summary:

Conservation Corps North Carolina (CCNC) is a program of Conservation Legacy, a national organization dedicated to supporting locally based conservation service programs. CCNC's mission is to connect youth and young adults to meaningful conservation service work that benefits North Carolina communities. CCNC is an AmeriCorps affiliated organization that engages motivated young adults in preserving, restoring and improving North Carolina's natural lands. CCNC programs focus on place-based learning, job and work skills, environmental stewardship, civic responsibility, career development, and personal responsibility. Members learn about North Carolina environments, communities, land management agencies and non-profits, and outdoor recreation and natural resource careers. CCNC runs field programs year-round. During peak seasons, six or more Field Crews may need support from Durham based staff at the same time.

Position Summary:

Oversee all CCNC member admission and member experience processes and procedures out of the Raleigh office. Oversee member recruitment working with key staff to develop and implement recruitment practices, conduct interviews, and hire Corpsmembers. Implement systems to ensure member paperwork and information meets Americorps compliance. The Program Director will supervise this position.

Essential Responsibilities and Functions:

Admissions

- Recruit, interview and hire for AmeriCorps positions by creating position descriptions and posting them electronically to job recruitment sites.
- Attend job fairs at regional colleges, high schools and career centers.
- Monitor and post updates in social media outlets
- Support and implement CCNC marketing strategies for recruitment as well as to increase brand awareness
- Monitor member start and end dates for proper enrollment and exit paperwork, suspend members and reinstate them as needed and monitor appropriate member evaluations.
- Order and process member background checks.
- Track member hours throughout their service terms.
- Create, manage, and archive member files both physically and electronically.

- Collect, monitor and analyze volunteer project accomplishments and member demographics for State and National quarterly grant reports and semi-annual Progress Reports.

Member Support

- Assist with Leadership and Corpsmember trainings and orientations as needed.
- Assist with member mid-season and end of term AmeriCorps evaluations and documentation.
- Create and implement AmeriCorps days of service as well as other esprit des corps events.
- Assist members in development of their own service projects.
- Plan and provide career development opportunities including resume writing workshops and networking events with federal, state and local land management agencies.
- Provide post-AmeriCorps workshops, instructing members on ways to use Segal Education Awards.
- Coordinate and execute member graduations.
- Principles, practices, methods, techniques relating to natural resource field work and community service activities; and
- Establish and maintain effective working relationships with employees, other agencies and the public; and
- Work a flexible schedule, including some nights and weekends

General Administration

- Attend regular state and national AmeriCorps trainings and workshops to ensure member files are up to industry standards
- Work closely with regional and central administrative staff to ensure compliance of paperwork tasks and AmeriCorps requirements for Crew Leaders and Crew Members.
- Manage multiple databases for recruitment, selection, payroll, and AmeriCorps information and onboarding.
- Collaborate and maintain communication with other staff, including attending regular staff meetings.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Recruitment and Member Support Coordinator is required to sit, stand, walk, speak and hear. The Recruitment and Member Support 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 Recruitment and Member Support 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.

Minimum Qualifications:

- Prior experience in program recruitment and administration, ideally at a non-profit, Corps, or service organization.
- Experience with customer service and data management.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.

- The ability to communicate effectively with all staff in the organization and to understand financial needs as they arise.
- Excellent written and verbal communication skills
- Valid driver's license and an insurable driving record.
- Proficient in Microsoft Office Suite.
- Must be able to pass Conservation Legacy's criminal history background checks.

Preferred Qualifications:

- Previous experience with a Corps or youth serving organization.
- 1 or more years of experience in program recruitment and administration.

To Apply: Send Cover letter and resume to Michael Meredith at mmeredith@conservationlegacy.org
Subject line in this email must include "Recruitment and Member Support Coordinator".

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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.