

CONSERVATION LEGACY

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: 7/15/2021

Reports to: Corps Director

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

Location: Las Cruces, NM

Status: Non-exempt, Regular, Full time

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

Program Summary:

Conservation Corps New Mexico (CCNM) is based in Las Cruces, NM and operates conservation service programs across southern New Mexico that empower individuals to positively impact their lives, their communities and the environment. CCNM, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. CCNM is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands.

Position Summary:

The Administrative Specialist's primary role is to help ensure effective day-to-day operations at Conservation Corps New Mexico. 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:

Accounting:

- Assist with the management of petty cash, which includes obtaining proper approvals and ensuring Conservation Legacy Manual procedures are followed. Assists with bi-monthly reconciliation and communications with Support Staff regarding petty cash reconciliations with the organization's books.
- Responsible for the administration and training of staff and crew leaders on visa reconciliation. Tracks lost / non- itemized receipts including payroll deductions when needed, followed by monthly communications with support staff in process of visa reconciliations.
- Maintain inventory of active and canceled credit cards.

Payroll and Human Resources:

- Responsible for setting up seasonal staff, participant employees and AmeriCorps members in payroll software.
- Create payroll summaries, obtain proper approvals and process payroll documentation in an accurate and timely manner.
- Responsible for the E-Verify Process for seasonal staff and members.

- Responsible for the processing of criminal history checks and update systems once results are received.
- Assist in maintaining accurate HR and AmeriCorps files and records throughout the employee and members' participation in CCNM programs.

General Office

- Support technology needs of the office, including equipment ordering, security, and set-up.
- Lead office supply ordering and management.
- Responding to internal and external questions and managing communication requests via phone, computer, and in-person meetings.
- 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.

Field Operations Support:

- Enter information into various databases for member and stakeholder stewardship and provide support maintaining accurate project and program accomplishment data entry.
- 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.
- Process Workers Compensation claims and responsible for training crew leaders about Workers Compensation policies and procedures

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.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

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 and physical ability to walk, climb, balance, stoop, kneel, crouch or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.

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.
- Valid Driver's License and insurable driving record.
- 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 team driven by innovation and entrepreneurial approaches.
- Salesforce database experience.

To Apply: Send Cover letter and resume to Allison Laramée, allison@conservationlegacy.org. Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.