**Title:** Program Coordinator **Date: 11/16/2020**

**Reports to: Program Manager**

**Starting Salary**: Grade B+, range starts at $35,568

**Location:** *Las Cruces, NM*

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

**Benefit Eligible**: Full *per Personnel Policies*

***Program* Summary:**

Conservation Corps New Mexico (CCNM) operates conservation service programs across New Mexico that empower individuals to positively impact their lives, their communities and the environment. CCNM’s operational base is in Las Cruces, NM. CCNM is 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. CCNM receives its operational support from Arizona Conservation Corps, which operates programs in Arizona and has bases in Tucson, Pinetop, and Flagstaff.

**Position Summary:**

The Program Coordinator’s primary responsibilities are: recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders, and Assistant Crew Leaders; supporting and maintaining partnerships through partner coordination, project development, site scouting, project management, and reporting; overseeing and maintaining consistent quality control, risk management, data quality, and program integrity.

**Essential Responsibilities and Functions:**

**Staff Support and Supervision**

* Work in collaboration with the Program Manager and other AZCC and CCNM staff to recruit, hire, train, mentor, evaluate, supervise, and support local staff and crew leaders.
* Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.

**Project Support**

* Coordinate and schedule activities and projects with a diverse array of land managers.
* Determine and develop project expectations and specifications, working with project partners. Communicate work plans to Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation.
* Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
* Maintain a staff presence in the field, including frequent overnight stays.
* Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases.
* Produce high quality reports for project and community partners.
* Communicate with and assist the Logistics staff to ensure the shop, fleet, equipment, and other practical crew needs are met

**Other Duties**

* Assist with a wide variety of in-house trainings such as trainings on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace, as well as a weeklong orientation for incoming Corps members. The Program Coordinator may also be involved with other on-the-job trainings such as advanced felling, rock work, fence construction and maintenance, rigging, and historic preservation.
* Assist with member recruitment tasks including community outreach, member outreach, interviews, and selection
* Assist with logistics tasks including maintaining crew supplies, assisting with fleet management, and repairing hand and power tools
* Participate in program promotional activities such as Esprit de Corps days, volunteer events, and representation at conferences
* Serve as a responder to AZCC and CCNM field emergencies and in the on call rotation.
* Assist with other general duties as needed or assigned by supervisor.

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.

**Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. 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.**

**Qualifications:**

* 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.
* Minimum of two years of experience in youth development or corps field.
* Experience with influencing diverse groups of employees to achieve common goals.
* Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
* The ability to carry out assigned work independently or with minimal supervision.
* The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
* Ability to work well with others and to seek assistance when needed to carry out assignments.
* Familiarity with Microsoft Office programs and applications, or similar platforms.
* Ability to keep others, in remote locations, accountable to expectations.
* Valid Drivers License and insurable driving record.
* Must be able to pass the organization’s criminal history background check requirements.
* Experience leading Conservation Legacy programs, members or administrative systems.

**Preferred Qualifications:**

* Technical competence and experience in dry stone masonry, full bench trail construction, trail maintenance, fence construction and maintenance, crosscut saw operation and maintenance, chainsaw operations for riparian restoration and fuel reduction
* Experience supervising and supporting Crew Leaders in a staff role at a Conservation Corps program

**To Apply:** Send Cover letter and resume to Michelle Norris [mnorris@conservationlegacy.org](mailto:mnorris@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 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.*