

Staff Position Description

Title: Field Operations Coordinator

Starting Salary Range: The starting pay range for this position will be in the \$23.99 – \$24.71/hour 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: Preference for location with Conservation Legacy operations presence, Remote-eligible.

Status: Full-Time, Non-Exempt

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

Reports to: Director of Operations and Impact

Application Deadline: December 3, 2023

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:

The Field Operations Coordinator is a central staff position focused on collaboration, consultation, systems development and monitoring of Conservation Legacy's field operations practices and policies. The Coordinator will work closely with the program and regional staff across the organization to promote and support the highest quality member experience where it intersects with risk management, leadership development and training, and standard operating procedures – ensuring that the same high standards of programming are met nationwide. The Field Operations Coordinator will need to establish a familiarity with each of the Conservation Legacy program models inclusive of all crew and individual placement styles in order to best serve the organization. The position will involve significant travel to program and field sites to engage in dialogue and monitoring.

Outcomes & Functions of Position:

Safety & Risk Management

- Leads programs in approaching and addressing risk management concerns and resolutions as they arise along with Director of Impact and Operations.
- Gathers and analyzes incident statistics and makes recommendations for improvements.
- Develops holistic risk management systems for new programs/initiatives/projects in collaboration with programs.
- Performs audits to ensure that programs are meeting organizational standards for safety and risk management.
- Ensures that Conservation Legacy and its programs are compliant with applicable national, local and internal safety regulations.
- Assists individual placement programs in development of safety protocols and best practices.

- Ensures the timely and complete reporting of all incidents through proper reporting protocol.

Staff Collaboration

- Facilitates regular communications between programs and support staff around field operations.
- Facilitates program operations working group in an efficient and useful way, including:
 - Regular calls to check in on program activity, incidents, and new initiatives/needs
 - Yearly or bi-yearly events focused on program quality and problem-solving
- Assists programs and central staff in recognizing on-the-ground successes, and spreads lessons learned throughout organization.
- Trains new staff in Conservation Legacy field policies, risk management procedures, and centralized systems in collaboration with program and other central staff.
- Works with central, regional, and program training staff to develop organizational resources.

Resource Development and General Systems Management

- Manages and updates as needed the Field Operations Manual and other handbooks through consultation with field staff, ensuring they are up to date on industry and best practices.
- Develops other standardized field resources, keeps updated on their usage and compliance in alliance with other organizational and industry policies.
- Updates forms and organizational documents as necessary that support internal and external compliance.
- Manages online systems including but not limited to document libraries, tracking lists, and databases where they relate to field operations.
- Leads other internal teams to ensure that databases and systems are inclusive of field practices, and monitor systems for timely and accurate project data capture.

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:

- Minimum of 3 years of experience in outdoor industry field operations or related.

- Experience with corps or other outdoor programming risk management and resource development for multiple stakeholders.
- Excellent verbal and written communication skills, capable of facilitating collaborative processes.
- Ability to distill organizational needs into action.
- Ability to successfully work in a fluid, changing work environment.
- (Preferred) Experience leading Conservation Legacy programs, members, or administrative systems.
- (Preferred) Previous experience with a conservation corps or youth serving organization.
- (Preferred) 5 or more years of experience in outdoor industry field operations or related experience.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- 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.

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 Michael Swanberg at michael@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.