

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: Field Operations Coordinator

Date: February 2021

Reports to: Impact and Operations Director

Starting Salary: Group B (\$17.10 - \$20.67 hourly)

Location: Based out of any Conservation Legacy office

Status: Full-Time, Hourly, Non-exempt

Benefit Eligible: Full per Personnel Policies

Program Summary:

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of 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.

Essential Responsibilities and Functions:

Staff Collaboration

- Facilitate regular communication between programs and regions around field operations
- Facilitate the 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
- Assist programs and central staff in recognizing on-the-ground successes, and spreading the lessons learned throughout the organization
- Train new staff in Conservation Legacy's field policies, risk management procedures, and centralized systems in collaboration with program and other central staff
- Work with central, regional and program training staff to develop organizational resources

Risk Management

- Along with Impact and Operations Director, aid programs in approaching and addressing risk management concerns and resolutions as they arise
- Assist Individual Placement programs in development of safety protocols and best practices

- Develop holistic risk management systems for new programs/initiatives/projects in collaboration with programs
- Audit to ensure that programs are meeting organizational standards for Risk Management
- Ensure the timely and complete reporting of all incidents through proper reporting protocol

Resource Development and General Systems Management

- Manage and update as needed the Field Operations Manual and other handbooks through consultation with field staff, ensuring it's up-to-date on industry and legal best practices
- Develop other standardized field resources as needed, keep updated on their usage and compliance in alliance with other organization and industry policies
- Update forms and organizational documents as necessary that support internal and external compliance
- Manage online systems including but not limited to document libraries, tracking lists, and databases where they relate to field operations
- Lead other internal teams to ensure that databases and systems are inclusive of field practices, and monitor systems for timely and accurate project data capture

Industry Standards, Knowledge Base

- Ensure that Conservation Legacy is up-to-date and leads the industry in Risk Management, Safety, and Training standards
- Explore external resources and other organizational approaches to field operations to provide a well-rounded approach

Other Duties

- 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.**

Minimum 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 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.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to distill organizational needs into action
- Excellent verbal and written communication skills, capable of facilitating collaborative processes
- Valid driver's license and an insurable driving record.
- Proficient in computer programs, databases, other technology.
- Must be able to pass Conservation Legacy's criminal history check requirements.

Updated February/2021

Michael Swanberg

Preferred Qualifications:

- Experience leading Conservation Legacy programs, members or administrative systems.
- Previous experience with a Corps or youth serving organization.
- 5 or more years of experience in outdoor industry field operations or related experience.

To Apply: Send Cover letter and resume to Michael Swanberg (michael@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.