



**Title:** Ancestral Lands Hopi Program Coordinator  
**Date:** 1/13/2019  
**Reports to:** Hopi Program Manager  
**Salary:** Salary Group B (\$35,568 - \$43,000/year)  
**Location:** Kykotsmovi, AZ  
**Status:** Year-round, Seasonal, exempt  
**Benefit Eligible:** Health only, per personnel policies

### **Southwest Conservation Corps - Ancestral Lands**

Ancestral Lands is a program of Southwest Conservation Corps (SCC) which operates as a component of Conservation Legacy (CL). CL provides conservation service opportunities in Colorado, New Mexico, and Arizona and empowers individuals to positively impact their lives, their communities, and the environment. SCC's crews are supported from operational bases in Durango, Salida, Albuquerque, Pueblo of Acoma, Zuni Pueblo, Gallup, and Kykotsmovi, and provide opportunities for young adults, youth, and recent era military veterans to complete natural resource management projects either as part of a crew or as an individual placement.

**Position Summary:** The Program Coordinator's primary responsibilities are to: recruit and select corps members for all adult and high school camping crews; to participate in planning and execution of crew leader and member trainings; to coordinate communication between the field and the office, to support and mentor all field staff, (including seasonal Field Supervisors and Crew Leaders); to ensure crews are supported and prepared to maintain safety, program integrity, and quality projects in the field; to build new and strengthen existing partnerships with local and regional Agencies. The Program Coordinator will assist the Program Director to recruit, hire, and train seasonal crew leaders and maintain all administrative responsibilities for the program office. Office and field operations are required by this position and a flexible schedule is a must!

### **Essential Responsibilities and Functions:**

#### **Recruitment**

- Assist Program Manager in development and implementation of a crew member recruiting strategy and trainings.
- Establish and maintain a database of all recruiting contacts.
- Coordinate recruiting visits to schools, community partners, etc.
- Assist Program Manager in interviewing, selection, & placement of 15 - 25 AmeriCorps Members annually.
- Assist the Program Manager in facilitation and management of submission of all corps member hiring, program, and AmeriCorps paperwork.
- Supervise, mentor, and support Crew Leaders and Interns.

#### **Field Support**

- Field staff mentorship – provide technical expertise, guidance and emotional support to crews in the field. Identify positive working solutions to crew management issues.
- Ensure project quality and quantity by providing technical assistance to and accountability of crew leaders in the field.
- Model risk management procedures in the field to create a safe working environment.

- Lead post-hitch check-ins with crew leaders, including collection and review of reporting paperwork, surveys, Incident Reports, and accomplishments.
- Enforce all SCC and CL Policies and Procedures.
- Maintain/Implement systems for management of tools, trailers, and vehicles.
- Comfortability & flexibility with an ever-shifting work schedule.
- Respond to crew emergency situations.

### **Project Development and Training**

- Assist the program staff to develop and implement training including technical trails, chainsaw, herbicide application, leadership and facilitation skills.
- Work with Project Partners to create hitch details and prepare crews for project specs.
- Manage a project from planning to completion, specifically, we are looking for someone who has strong trail construction and maintenance experience with the ability to manage multi-year projects.
- Support the development of partnerships with community and project partners.

### **General Administration**

- Assist in managing multiple databases for recruitment, selection, onboarding, payroll, timesheets, and AmeriCorps information.
- Manage and maintain accurate reporting of all necessary information and complete program reports including field site visits, recruiting notes, and accomplishments
- Work within an established program budget; manage credit cards, receipts, and financial reporting.
- Work closely with administrative staff to ensure compliance of paperwork tasks and AmeriCorps requirements.

### **Physical Requirements:**

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

- Experienced skill level in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, fencing, herbicide application, backcountry travel, with emphasis placed on multiple years of previous trail construction and maintenance experience.
- Excellent communication, accountability, leadership, mentoring, and facilitation skills
- Ability to work indoors and outdoors and camp for days or weeks at a time.
- Strong conflict resolution and team building skills.
- Ability to teach, plan and facilitate trainings for the above skills.
- Demonstrated good judgement and problem solving in emergency situations.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Able to work independently and motivate others.

- Computer literate (MS Word, Excel, & Outlook proficient) with the ability to work on lots of administrative tasks and in multiple programs.
- Clean and insurable driver's record & valid driver's license.
- Must be able to pass all Conservation Legacy's criminal history background checks.
- Desire to spend time in the company of youth and young adults; ability to instigate fun!

**Preferred Qualifications:**

- Leadership experience with a youth conservation corps.
- Demonstrated managerial experience. Office 365, Sharepoint, database management
- Relevant medical certification (WFR, WFA, WEMT, or OEC).
- Relevant bachelor's degree.

**To Apply:** Please send a resume and cover letter to Marshall Masayeva, Ancestral Lands Hopi Program Manager: [marshall@conservationlegacy.org](mailto:marshall@conservationlegacy.org).

Position open until filled.