

# 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:** Individual Placement Program Manager

**Date:** 6/23/2021

**Reports to:** Corps Director

**Starting Salary:** Grade B+ (Starting at \$35,568.00)

**Location:** Greater Harrisonburg, VA or Beckley, WV; Part-time remote work eligible

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

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

## **Program Summary:**

The Appalachian Conservation Corps (ACC) is a program of the non-profit service organization, Conservation Legacy, that is built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933 – 1942. ACC provides youth and young adults opportunities to complete conservation projects on public lands. While serving with ACC members receive training on job skills, conflict resolution, leadership, teamwork, and environmental stewardship. Programs are developed using a step ladder approach to provide a progression of skill development based on a member's needs. Members receive a weekly living allowance, training, and an AmeriCorps Education Award (for qualifying individuals).

## **Position Summary:**

The Individual Placement (IP) Program Manager (PM) is responsible for the execution and overall quality of the Individual Placement program. They will be responsible for the effective and efficient management of individual placement and intern cohort programs across ACC's service area. They will be the primary manager of the programmatic and administrative functions of the IP program, including but not limited to managing the procedures and systems for all administrative and programmatic needs and supporting approximately 30+ AmeriCorps IP members per year within the geographic region served by ACC. They are also responsible for developing programmatic best practices for ACC to add value to its IP programming, outside and in addition to the mentorship offered by agency partner IP mentors. Additionally, the PM will work with partners to actively develop IP terms and cohorts with ACC. The PM is responsible for collaboration with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. The IP Program Manager reports to the ACC Corps Director but works closely with other ACC and Conservation Legacy staff. ACC is strongly committed to Diversity, Equity, and Inclusion (DEI) initiatives within its programs.

## **Essential Responsibilities and Functions:**

### **Partner Support and Position Development**

- Work with ACC Director, Managers, and partners directly, to manage and support current partner sites and site supervisors for all IP programs.
- Work with 25+ agency partners to manage and support current sites and supervisors for all IP terms.
- Orient and train new IP Program Site Supervisors.
- Collaborate with host agency sites to develop position descriptions.

- Engage in partner outreach to develop additional IP opportunities for ACC, traveling to meet with partners in person in coordination with the ACC Corps Director.
- Develop and/or review agreements and financial plans to support new individual placements, creating and serving as the main contact on nonfederal agreements, with review and approval from the ACC Corps Director.

### **Program Support and Administration**

- Develop, oversee, and implement effective and efficient administrative systems for recruitment, enrollment, evaluation, exiting, reporting, and marketing.
- Implement ACC DEI initiatives in IP program, making strong commitments to outreach to a diverse group of applicants while creating a more inclusive IP program within ACC.
- Oversee development of general ACC IP social media material and ensure updates to ACC's IP Program web page in coordination and collaboration with ACC's Recruitment, Outreach, and Communications Manager.
- Collect and compile information for reports and internal/external news and reports.
- Communicate regularly with the IP Program Coordinator as well as the Conservation Legacy IP Leadership Team to determine the effectiveness of administrative systems and processes and make changes as necessary for continuous improvement.
- Oversee the ongoing support for all members including the development and implementation of orientation, training, and member development opportunities.
- Work closely with other staff to identify areas of additional support needed and meet needs as applicable.
- Ability to be flexible and work on diverse projects as the work needs change.
- Ensure the enforcement of program and risk management policies.
- Collect and manage tracking of receipts, expenses, reimbursements, and other basic budgetary needs. Ensure IP expenditures do not exceed allocated amounts per agreement.
- Verify IP budget projections for the Corps Director and communicate with regular updates and any alterations to agreements.
- Complete Project Partner and Agency driven reports on a quarterly and annual basis in coordination with Conservation Legacy Eastern Region staff.
- Collaborate with ACC other program support staff to help develop and implement recruitment strategy.
- Implement, monitor, and enforce all ACC Policies and Procedures.
- Oversee and manage the credit card request, training, and approval process for members including monitoring individual agreement budgets for members and monthly reconciliation processes.

### **Participant or Member Management**

- Develop AmeriCorps positions with many different project partners.
- Recruit and market for 30+ unique positions.
- Oversee and support the IP Program Coordinator through the selection and placing of IP members across the state based on partner interest and funding availability.
- Ensure that all open positions are filled in a reasonable amount of time.

- Oversee and support the IP Program Coordinator with the collection, compilation, and processing of all required intake and enrollment materials.
- Manage online systems that are necessary for successful program operations.
- Help support and improve systems for member selection and admissions processing.
- Coordinate timesheet and payroll processes for all members and provide appropriate information to Conservation Legacy business office as needed.
- Manage AmeriCorps slot allocations and changes as they happen.
- Ensure AmeriCorps compliance is fully implemented throughout the IP Program
- Compile and complete AmeriCorps report requirements in coordination with Conservation Legacy AmeriCorps Program Staff

### **Program Development**

- Enhance the quality of existing programs by suggesting programmatic changes and/or the development of new IP opportunities to the Corps Director and project partners.
- Ensure current project partner satisfaction and give responsive customer service, focused on retaining partners by maintaining positive partner relationships.
- Assist with the development of new programs that fulfill ACC's mission
- Assist with new partner development as needed.
- Participate in Conservation Legacy's IP Leadership meetings to strengthen IP Programs, address Conservation Legacy wide IP concerns, refine and develop policies, and collaborate on other IP related items.

### **General Administration**

- Oversee workers compensation cases within the IP Program and assist with state tax identification concerns as needed
- Participate in weekly staff meetings and support staff as appropriate.
- Participate in weekly statewide, regional, and development staff meetings and support other staff as appropriate.
- Serve as an on-call resource for IP and Field Crew risk management system.
- Coordinate across Conservation Legacy's Individual Placement programs for systems development.
- Lead or participate in organizational-wide intern efforts to develop support of other Conservation Legacy intern program.

### **Supervisory Responsibilities**

- Participate in the hiring, management, and evaluation of ACC IP Program staff.
- Recruit, orient, train, and support the ACC IP Program staff.
- Provide ongoing feedback, coaching and evaluation for ACC IP Program staff.
- Provide administrative, logistical, and mentoring support to ACC IP Program staff.

## **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:**

*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:**

- 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 Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Outstanding organizational and time management skills, and ability to prioritize

## **Preferred Qualifications:**

- Bachelor's Degree preferred or 4 years of related experience.
- Current Wilderness First Responder certification, or willingness to obtain
- Experience with human resources management and admissions/hiring processes.
- Insurable driving record and the ability to pass Conservation Legacy's criminal history checks.

- Positive, entrepreneurial attitude and attentiveness to detail are both a definite plus.
- Prior supervisory and management experience favored.

**To Apply:** Send Cover letter and resume to (Zach Foster) [at Zach@conservationlegacy.org](mailto:Zach@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.*