

Staff Position Description

Title: Program Coordinator

Starting Salary Range: The starting salary range for this position will be in the \$47,700 - \$49,131 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary 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: Partially Remote from the Durham, NC Area

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies, and other opportunities as available*

Reports to: Program Director

Posting Period: Priority application date: September 23rd, 2024. Position will be posted until filled.

Organizational Summary:

Conservation Corps North Carolina (CCNC) is a program of Conservation Legacy. The mission of CCNC is to empower young adults through meaningful outdoor work that benefits North Carolina's land and water and creates healthy communities. CCNC partners with public land managers in North Carolina to engage motivated youth and young adults to complete challenging and impactful conservation service projects throughout the region. Projects may include trail construction & maintenance, habitat improvement, hazard fuel reduction, and ecological restoration. Crews may also complete technical and/or specialized projects depending on project partner needs. CCNC operates programs statewide and year-round and has operational headquarters in Durham, NC.

CCNC is committed to celebrating diversity, equity, and inclusion in all aspects of its work. We believe that a diverse and inclusive environment enriches our organization, strengthens our mission, and fosters innovation and creativity. CCNC is dedicated to creating a welcoming space where individuals of all backgrounds feel valued, respected, and empowered to contribute fully to our conservation efforts. We actively seek to build a team that reflects the diverse communities we serve, recognizing that inclusive practices are essential to achieving equitable outcomes and lasting environmental impact.

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. ***This position will largely support CCNC Adult Trail and Boundary Marking crews – with opportunities to grow in the future.***

Essential Responsibilities and Functions:

Staff Support and Supervision

- Work in collaboration with the Program Director and other CCNC 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.

Program Support

- Working with the Program Director, coordinate and schedule activities and projects with a diverse array of project partners and land managers.
- Determine and develop project expectations and specifications, working with project partners. Communicate work plans to Field Supervisors and 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.
- This position will support field-based staff as needed. Field Supervisors will be the first line of field resources, with Program Coordinators as backup.
- Collect data from crews on an ongoing basis. Maintain and organize multiple information systems and databases.
- Support Administrative Staff to produce high-quality reports for project and community partners. This includes, but not limited to, data gathering, photo collection and members and partner quotes.
- Support Program Operations Staff to ensure the shop, fleet, equipment, and other practical crew needs are met.

Other Duties

- Assist with a wide variety of in-house training such as training on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace. The Program Coordinator may also be involved with other on-the-job training such as advanced felling, rock work, fence construction and maintenance, rigging, and historic preservation.
- Responsible for planning and implementing Field Supervisor and Crew Leader Trainings, including field-based components.
- Serve as a responder to CCNC field emergencies and in the on call rotation.
- Leads Crew Leader recruitment tasks including community outreach, leader outreach, interviews, selection, and onboarding.
- Assist with member recruitment tasks as needed including community outreach, member outreach, interviews, and selection. This includes meeting with the recruitment coordinator during recruiting periods to provide updates and needs for recruiting and attending events as needed to elevate recruitment opportunities program-wide.
- Supports Logistics Coordinator as needed to assist in completing logistics tasks including maintaining crew supplies, assisting with fleet management, and repairing hand and power tools.
- Participate in program promotional activities
- Handle incidents, incident reporting, and coordinates workers comp claims as they arise
- 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.

- Reports any potential harassment or complaints within the organization as identified in the Personnel Policy Manual.

Minimum Qualifications:

- 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
- Minimum of 2 years of experience of working in conservation corps or related fields
- Excellent communication, accountability, leadership, mentoring, and facilitation skills
- Experience with trail building and maintenance
- Ability to work indoors and outdoors and camp for days or weeks at a time
- Demonstrated good judgement and problem solving in emergency situations
- The ability to carry out assigned work independently or with minimal supervision
- The ability to communicate effectively, manage complexity cultivate innovation, and drive and influence results of oneself and others
- Able to work independently and motivate others
- Ability to successfully work in a fluid, changing work environment
- 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

Preferred Qualifications:

- Leadership experience with conservation corps programming
- Experience with trail assessment
- Demonstrated managerial experience
- Familiarity with Office 365, SharePoint, Salesforce, or other relevant database management
- Relevant medical certification (WFR, WFA, WEMT, or OEC)

Other Competencies Desired for this Position’s Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

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:

- 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.
- Ability to successfully work in a fluid, changing work environment.

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 Diquan Edmonds at dedmonds@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.