

# 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:** Program Director                      **Date:** 11/6/20

**Reports to:** Corps Director

**Starting Salary:** Group C+, starting at \$45K annual

**Location:** Chattanooga, TN

**Status:** Full time, exempt

**Benefit Eligible:** Full benefits *per personnel policies*

**Program Summary:**

The Southeast Conservation Corps (SECC), a non-profit service organization, is a program of Conservation Legacy. Built on the legacy of the Civilian Conservation Corps (CCC) SECC provides youth, young adults, and veterans opportunities to complete conservation projects on public and private lands throughout Tennessee and Southeast region. While serving with SECC members learn natural resource management practices and team work through completing high quality projects such as prescribed burning, fuels management, land restoration, trail construction, invasive plant management, disaster relief, and much more. SECC operates field programs nearly year-round. Annually, field crew and internship engagement averages approximately 130 corps members and roughly 16 seasonal Crew Leaders or Assistant Crew Leaders, with a support staff of three to four. SECC crews complete an average of 150 fee for service weeks per year, with summer peak season consisting of 8 – 10 field crews being supported by Chattanooga-based staff.

**Position Summary:**

The Program Director (PD) is the manager of SECC staff and operations based out of the Chattanooga, TN office. The PD assists in program and resource development and manages all Chattanooga-based operations through a coordinated and collaborative staff structure. The PD's primary focus is to create and maintain safe, quality, and highly effective operational programming for youth, young adults and veterans while working to sustain project partnerships with land management agencies, municipalities, and non-profits. The PD will work to maintain current funding sources as well as assist in the development of new partnerships and funding sources for Chattanooga-based programs and the burgeoning Kentucky Disaster Ready Corps program.

The PD will supervise and mentor various operations staff and is responsible for providing tactical leadership for staff who carry out day-to-day programmatic and administrative operations. Such staff include program Coordinators and Field Supervisors. Additionally, The PD will likely serve as a representative of SECC on Conservation Legacy Committees and be expected to work collaboratively with staff across Conservation Legacy programs.

## **Essential Responsibilities and Functions:**

### **Leadership**

- Identify and develop annual objectives to sustain and enhance the outcomes of SECC's and Conservation Legacy's mission and Strategic Plan.
- Collaborate with other members of the Conservation Legacy Management and Leadership Team as well as other Directors in developing strategy for programmatic and financial sustainability.
- Demonstrate and lead on the development and implementation of high-quality programming to achieve positive member experiences and exceptional project accomplishments.
- Taking a leadership role within the regional community, proactively managing, and developing community relations, partnerships, project and funding.

### **Management**

- Supervise, mentor, and evaluate multiple operational and administrative staff including, but not limited to, Coordinators and Field Supervisors, that varies depending on structure and volume.
- Ensure all staff members are following business and operational support policies and protocols of SECC and Conservation Legacy.
- Organize staff to meet the needs of the Chattanooga-based program understanding our different program models (Veterans Fire Crew, Adult Camping Crew, High School Crews, Interns, and Affinity Crews) as well as new and emerging models to meet the needs of community and partnering agencies.
- Oversee the professional development and performance evaluation of all SECC staff.

### **Project and Program Development and Management**

- Maintain positive project partner relationships.
- Support the Corps Director with new partner development, including Kentucky.
- Collaborate with Corps Director to coordinate the Kentucky State AmeriCorps grant.
- Direct the execution of pre-site visits, project specification, post-hitch data entry, project partner evaluations, and understand the details of required performance measures for all agreements.
- Collaborate with Corps Director to manage the annual program schedule.
- Direct project reporting to support invoicing and agreement requirements.
- Engage in project related community collaboration and shared resourcing.
- Maintain regional systems to ensure responsible spending and financial reporting by all staff members.
- Review financial reports and monitor regional expenses to ensure responsible budget management.

### **Field Support and Training**

- Provide technical project assistance to key partners as needed to ensure project specifications are complete and appropriate for crews.
- Provide technical and programmatic assistance to crews in the field as needed.
- Maintain regular communication with field support staff.
- Coordinate regular program staff field visits.
- Participate in a rotating weekly on-call system for crews in the field.
- Collaborate with other program staff to ensure proper resources are provided to crews in the field.
- Coordinate and collaborate with field support staff to design and implement a variety

of in-house training for crew leaders and program participants.

**Physical Requirements:**

This position requires overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the PD is required to sit, stand, walk, speak, and hear. The PD *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she/they must be able to operate office equipment, telephone, and computer. The PD 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.**

**Required Qualifications:**

- Experience in working with diverse populations in a professional setting, especially those of the Black, Indigenous, and People of Color (BIPOC) communities.
- Experience influencing diverse groups of employees to achieve common goals.
- Demonstrated passion for and commitment to corps programming, mission as well as to inclusion, diversity and equity principles and practices.
- Ability to interact professionally with senior leadership and operational staff; all levels in the corps organization and the external community – tailoring communication and presentations effectively for different stakeholders.
- Minimum 5 years leadership and management experience in corps operations/ non-profit organizations.
- Corps or youth development organization experience that relates to natural resource management projects.
- Proficient in computer programs, databases, and other relevant technology; including Microsoft Office.
- Strong and proven skill level within trail construction/maintenance, chainsaw operation/fire fuels reduction, and associated risk management. Hold a current B Faller or FAL2 Chainsaw Certification.
- Relevant medical certification (i.e. WFR, WFA, and/or OEC) AND demonstrated good judgment and problem solving in emergency situations required.
- Valid driver's license, insurable driving record and ability to pass Conservation Legacy's criminal history checks.

**Preferred Qualifications:**

- Ability and commitment to obtain a C Faller (FAL1) certification within 12 months.
- Minimum 5 years recent Corps or youth development organization experience.
- 3-5 years grant writing and management experience.
- Community coalition experience, ideally at a leadership level.
- Experience with disaster relief operations.
- Familiarity with Chattanooga and Southeastern communities.
- Bachelor's Degree or higher preferred.

**To Apply:** Send cover letter and resume to Brenna Kelly at [brenna@conservationlegacy.org](mailto:brenna@conservationlegacy.org) and include the word "Applicant" in the subject line.

The 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