

# 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

**Reports to:** Stewards West Corps Director

**Starting Salary:** Grade C+: \$45,000 - \$56,250 per year

**Location:** This position is eligible for remote work within the Western Region

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

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

## **Program Summary:**

The Stewards Individual Placement Program (Stewards), a program of Conservation Legacy, places individual placements across the nation in projects that build capacity, improve access to natural resources, develop and support innovative solutions, develop opportunities for service and economic development, and empower leaders. Stewards focuses on federal partners such as the National Park Service, US Forest Service, and Bureau of Indian Affairs along with multiple state and local governments and nonprofits.

## **Position Summary:**

The Program Director oversees operational excellence and functions while supporting established relationships with partners and assisting in the identification and establishment of new partnerships as assigned by the Corps Director. This position interfaces significantly with other Conservation Legacy programs and staff on all program aspects. This position works collaboratively as a leadership member of the Stewards team ensure programmatic operational effectiveness, process evaluation and staff training and oversight.

## **Essential Responsibilities and Functions:**

### **Program Operations:**

- Review, update and document all Stewards policies and procedures to ensure ethical, safe and well documented processes for field placements. Create a culture of continuous improvement.
- Develop, manage, and ensure compliance for systems used by the program.
- Ensure member activities follow AmeriCorps requirements and project agreements.
- Manage and coordinate incident response, processing, and documentation, inclusive of those that lead to worker's comp claims.
- Ensure compliance of all AmeriCorps provisions. Facilitate process for gathering necessary data and information for AmeriCorps reporting.

- Ensure all partner program summaries and related marketing/highlight materials are accurate, appropriate, and disseminated in line with Stewards and Conservation Legacy policy; assign writings and contribute to summaries as needed.

### **Partner Relations and Member Engagement**

- Act as main or co-contact with partners, discussing needs and review of support over time; ensure partner needs and support are met by staff.
- Assist Corps Director in reviewing and approving new projects and partnerships; process site applications for new sites; maintain an annual 90% retention of sites (ensuring that all projects complete per CNCS and partner goals).
- Managing and setting up of partner check-ins as each partnership requires/determines, with Corps Director.
- Oversight of Salesforce CRM record creation, maintenance, and use.
- Ensure agreements are properly uploaded to Salesforce and that agreements are fully executed (or approved) prior to allowing members to begin service.
- Lead the identification, selection, and monitoring of training and professional development trends, evaluations, feedback, logistics, communications, platforms, and budgets for members.

### **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.
- Lead implementation of Conservation Legacy-wide directives related to training and professional development.
- Oversees creation and dissemination of Stewards Newsletter and Stewards Monthly
- Oversee Stewards West contributions to SIP website content.
- Leads the creation, implementation, and review of alumni outreach strategies.
- Reviews budget and updates Corps Director on additions or edits as needed.
- Performs a variety of other duties as required.

### **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 3 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.
- Ability to keep others, in remote locations, accountable to expectations.
- Must be able to pass the organization's criminal history check requirements.
- Must work from the United States.

**Preferred Qualifications:**

- Valid Driver's License and Insurable Driving Record
- Experience with Conservation Legacy programs, members or administrative systems.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Willingness to travel.

**To Apply:** Send Cover letter and resume to Allison Laramie at [allison@conservationlegacy.org](mailto:allison@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.*