

Staff Position Description

Title: Program Specialist – Veterans

Starting Salary Range: \$18.90/hr - \$23.62/hr DOE

Location: Remote within Western Region

Status: Full-Time, Exempt, Full-time Remote Eligible

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

Reports to: Regional Executive Director

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Position Summary:

The Program Specialist is responsible for working with local program staff to coordinate all aspects of specific program development and partnership development across Conservation Legacy including internal and external program roll-out, member onboarding and member support throughout their terms. The Program Specialist will also provide general ongoing recruitment and programmatic support for Conservation Legacy staff engaged with specific program populations in other capacities across the organization to provide higher quality and additional opportunities. The Program Specialist will need to be self-motivated, flexible, entrepreneurial, and collaborative in pursuing the organization's goals and helping to define specific programming within Conservation Legacy.

Outcomes & Functions of Position:

Business Representation & Development

- Work with local programs to build and maintain partnerships to ensure the sustainability of specific programming, including Recruitment, Member services, Trainings, Career Opportunities.
- Collaborate with communications and local programs to highlight program opportunities through successes online and throughout other communication outlets.
- Track on-going trends related to specific programming leading to updates and presentations to internal and external stakeholders.
- Develop and maintain relationships with partnering organizations, agencies and internal programs to retain mission-driven programs while deliver appropriate wrap-around services for member success.
- Develop and maintain external introductory and training materials for program development.

Human Resources

- Assist with the development of specific training materials and resources across Conservation Legacy programs.

- Provide ongoing support for Conservation Legacy staff, partners and members, but not limited to supporting recruitment, onboarding, training, administrative compliance, exiting, and establishment of relationships with members.
- Manage best practices, resources and support for internal and external compliance.

Program Management

- Identify additional resource needs for specific demographics and develop programming/resources to accommodate needs.
- Assist development and support additional career pathways opportunities for alumni including crew, individual placement, and staff positions; as well as external placements.
- Identify best practices and manage recruitment for members of the program, by establishing protocols and procedures to be used organization-wide that maintains consistency and compliance.
- Develop peer-based development opportunities to encourage comradery and mentorship of program's members across all Conservation Legacy local Corps.
- Work with local Corps leadership to identify structure, practices and changes that support further program success.
- Serve as the primary point of contact (internally and externally) for program-related questions and provide assistance with other related programming, as needed.

Organizational Advocacy

- 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 complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

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 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.

- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- 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.
- Bachelor’s Degree and 2 years experience OR 5 years experience in related field.
- Knowledge, understanding and experience of targeted programmatic population or practices.
- Experience collaborating with other agencies serving similar population.

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 Allison Laramée allison@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. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.