

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: Talent Development Specialist

Date: 2/10/2021

Reports to: Regional Executive Director

Starting Salary: Grade D, Range starts at \$55k, DOE

Location: Based out of any Conservation Legacy office in the Region or remote within service area.

Status: *Full-Time, Non-Exempt*

Benefit Eligible: Eligible per *Personnel Policies*

Organization Summary:

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

Position Summary:

This position is a newly developed position at the regional level of Conservation Legacy and will have a similar, collaborative position in the other region (east & west). These two positions will work in sync to develop on-going response to internal and external-driven needs for recruitment of members and staff at Conservation Legacy through org-wide strategic tactics and tactics within their region's programs. These strategies will support and drive local programs to diversify their recruitment network to further outreach to populations and candidates that would be most successful placements that contribute toward the mission of Conservation Legacy.

Essential Responsibilities and Functions:

Strategy & Systems

- Analyze all existing recruitment efforts and internal structures and use to inform the identified recruitment strategy(s) that are recommended to organizational leadership.
- Continuously analyze current and future applicant needs to fully understand structural and tactical opportunities for Conservation Legacy, present & future.
- Provide organizational leadership with recommendations of investment opportunities and change, that would provide the organization with improved recruitment outcomes, through innovation, external practices, and other proven practices across all industries.
- Identify needs from existing systems and processes used across Conservation Legacy to allow for further staff and applicant ease, while supporting existing and new technology systems.
- Develop and implement new organization-wide recruitment plan to unify, coordinate and strategize tactics and accountability for recruitment and outreach; lead staff through the implementation plan while striving for the most effective, sustainable processes.
- Guide, recommend and influence best practices for new approaches being used across the nation to attract talent at the local programs.

- Continue to work with organizational leadership to develop priority tactics and functions of this position through ongoing goal setting and measurements.

Culture

- Influence the fostering of adaptability amongst staff and systems, leading toward a culture of willingness to experiment with new strategies.
- Drive changes to systems, culture, policies and processes, as necessary.
- Educate hiring staff on inclusive and equitable talent acquisition processes and practices.
- Lead strategies that contribute toward a culture of responsibility for talent development with all levels of staff positions at Conservation Legacy.
- Collaborate with the Director of Diversity & Recruitment to create talent pipelines for existing members and staff, specifically for underrepresented populations.

Outreach & Communication

- Enhance networking channels to increase underrepresented populations consistent with Diversity, Equity, and Inclusion strategic goals.
- Lead and mentor local Corps Directors and recruitment staff, as appropriate, to adopt innovative best practices that lead toward sustainable external relationships with community and national partners.
- Collaborate with marketing and communications staff and strategies to develop creative hiring campaigns that reach less-accessible pipelines (historically) or enhancing those already opened.
- Lead development of materials and resources of all mediums that support identified recruitment efforts, supported by the strategic recruitment plan.

Mentorship & Training

- Collaborate with local and central hiring practices, in relation to recruitment, to develop and train on a sustainable process for all staff to implement and understand; including but not limited to interview, reference checks, offer processes.
- Train and educate local Corps Directors and other pertinent leadership to understand the overall recruitment strategies and provide guidance and accountability to their roles within the plan.
- Discover, engage and develop any alumni-based strategies to recruit members and staff to current opportunities across the organization.

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 Plan goals.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational

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vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.**

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.
- Proven ability to analyze data, trends, and use findings to make recommendations to the organizational leadership.
- Minimum of 5 years of experience in resourcing staff, recruitment/outreach, talent acquisition or talent/leadership development.
- Demonstrates commitment to valuing diversity and contributing to an inclusive working and learning environment.
- 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.
- Must be able to pass the organization's criminal history background check requirements.

Preferred Qualifications:

- Experience in remotely networking to increase applicants across a variety of programs and geographical areas.
- Experiences in larger organizational marketing and/or communications.
- Ability, experience, and implementation of successful hiring campaigns.
- Excellent understanding of the full cycle of recruitment processes and in-depth knowledge of candidate selection methods.

To Apply: Send Cover letter and resume to Jennifer Erickson ([at](mailto:JERickson@conservationlegacy.org))JERickson@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 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.