

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: Ecological Monitoring Program Coordinator
Reports to: Ecological Monitoring Program Manager
Starting Salary: Grade B, starting at \$35,568 per year
Location: Durango, CO (remote start available)
Status: Full-Time, Exempt
Benefit Eligible: Full per Personnel Policies

Date: 10/30/2020

Program Summary:

The [Southwest Conservation Corps](#) (SCC) is a program of the non-profit service organization, Conservation Legacy, that is built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933 – 1942. SCC provides youth and young adults opportunities to complete conservation projects on public lands. While serving with SCC, members receive training on job skills, conflict resolution, leadership, teamwork, and environmental stewardship. Programs are developed using a step ladder approach to provide a progression of skill development based on a member's needs. Members receive a weekly living allowance, training, and an AmeriCorps Education Award (for qualifying individuals).

Position Summary:

Southwest Conservation Corps was awarded a Bureau of Land Management (BLM) grant from the Colorado (CO) and New Mexico (NM) BLM State Offices to support small corps teams. Under this grant, SCC and sub-recipient [Rocky Mountain Youth Corps](#) (RMYC) work collaboratively with BLM personnel to complete vegetative, soil, and stream resource surveys according to the [Assessment, Inventory, & Monitoring](#) (AIM) methodology across CO and NM with many BLM Field and District Offices. At SCC, this cohort of crews and staff is known as the Ecological Monitoring Program. The continuation of this initiative and this position is funding-dependent.

Essential Responsibilities and Functions:

Ecological Monitoring Crew Member Placements

- Assist in developing positions for the Ecological Monitoring program with many different project partners.
- Collaborate with program management to facilitate an effective strategy to recruit and advertise 38-50 crew personnel positions, collaborating with other staff as necessary.
- Review applications of, interview, select, and onboard Crew Members, collaborating with the Program Manager, partners, and Crew Leads as necessary.
- Ensure that all open positions are filled in a reasonable amount of time.
- Collect, compile, and process all required intake and enrollment materials for Crew Members.

Training, Field Support, and Development

- Assist in creating and delivering internal orientations and trainings, intentionally aligning with Conservation Legacy's strategic initiatives.
- Visit, assist, and support crews in the field as needed.
- Facilitate opportunities for Crew Member development.
- Attend off-season SCC/Conservation Legacy retreats and operations development events.
- Assist in arranging external trainings (such as Wilderness First Aid) as needed.

Partner Support and Position Development

- Work with BLM State and Field Office staff contacts and other corps to support CO and NM BLM AIM programs.
- Facilitate crews' attendance to technical trainings (provided each year by the BLM), as well as other trainings requested by the BLM.
- Facilitate consistent field operations and share best practices/learning lessons.

Program Support and Administration

- Work closely with the Program Manager to mentor and support the cohort of Ecological Monitoring crews.
- Enforce and monitor appropriate risk management and all SCC Policies and Procedures across the program; review incident reports.
- Assist with vehicle leasing, remote fleet management, and remote gear cache management.
- Coordinate start- and end-of-season logistics.
- Implement effective and efficient administrative systems for recruitment, enrollment, management, evaluation, exits, reporting, and marketing.
- Facilitate the creation of social media material.
- Collect and compile information for reports and internal/external news and reports, including but not limited to AmeriCorps and project performance reporting.
- Collaborate with crews, the Program Manager, and other staff to maintain and improve program operations and quality.
- Ensure partner satisfaction and that programs maintain high retention.

General Administration

- Participate in weekly statewide, regional, and development staff meetings, and support other staff as appropriate.
- Abide by Conservation Legacy's credit cardholder and spending policies, including providing proper, monthly documentation of all purchases and reimbursement requests.

Regional and Organizational Support

- Participate in SCC's internal, rotating emergency on-call system.
- Maintain productive relationships and interface significantly with other staff regarding administrative details and program items; potentially assist with activities of other programs of SCC, especially Individual Placements.
- Assist in the implementation of monitoring programs and projects in other areas of Conservation Legacy as needed and available.

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

October 2020

Cassandra Owen

Minimum Qualifications:

- College graduate (Bachelor's, at minimum) with coursework in ecology, botany, range science, soil science, wildlife biology, natural resource management, conservation biology, or a related field
 - OR some college-level coursework in the above subject area(s) and one full sampling season performing AIM methodology, or highly similar, in a leadership capacity
- Understanding of scientific, data, and statistical principles
- 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
- 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
- The 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
- Proficient in phone and email communications
- Ability to keep others in remote locations accountable to expectations
- Valid driver's license and insurable driving record.
- Must be able to pass the organization's criminal history background check requirements

Preferred Qualifications:

- Successful completion of 6 months or one term/season/capstone in ecological/environmental fieldwork or a laboratory-based research project with leadership responsibilities
- Demonstrated experience with any of the following:
 - Recruitment, hiring, training, and/or management
 - Managing administrative systems or databases

To Apply: Send cover letter and resume/CV to Cassandra Owen at cowen@conservationlegacy.org. Subject line in this email must include "Applicant".

Please include in your cover letter any information or stories you feel are pertinent and demonstrate your readiness to step into the role. The cover letter must include a response to the following prompt: ***Please provide examples of your experience working effectively with a diversity of communities, including those specific to BIPOC & other underrepresented populations, in personal and/or professional contexts.***

We will begin reviewing applications and reaching out to top candidates for interviews no earlier than November 23rd. Applications received before November 23rd are considered with priority.

Conservation Legacy is an equal opportunity employer. We as an organization work actively and strategically to promote internal equitability and inclusivity. We are committed to hiring a diverse breadth of professionals and encourage members of non-dominant 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.