

CONSERVATION LEGACY

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: Individual Placements Program Coordinator

Date: December 14, 2020

Reports to: SCC Individual Placement Program Manager

Grade: B, starting range \$17.10/hour - \$20.67/hour DOE

Status: Full-time, Non-Exempt

Location: Durango, CO or Salida, CO

Benefit Eligible: Full as per Personnel Policies

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:

The Individual Placement (IP) Program Coordinator is responsible for implementing effective and efficient administrative support of individual placement and intern cohort programs within SCC, recruiting, and placing about 50+ AmeriCorps interns per year within the geographic region served by SCC. This position interacts with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. This person will work with the IP Program Manager to support the IP program across the state interacting and communicating with Regional Directors (RDs) in the Durango & Salida, CO SCC offices. The IP Program Coordinator will report directly to the IP Program Manager. SCC is strongly committed to Diversity, Equity and Inclusion (DEI) initiatives within its programs.

Essential Accountabilities and Functions:

Partner Support and Position Development

- Work with IP Program Manager and site supervisors to interview, select, onboard, and support prospective and selected members.

Program Support and Administration

- Implement effective and efficient administrative systems for recruitment, enrollment, evaluation, exiting, reporting, and marketing.
- Create and develop SCC social media material with support from IP Program Manager and SCC's Recruitment, Outreach, and Communications Manager.
- Provide ongoing support for all members including the development and implementation of orientation and training and member development opportunities.
- Work closely with IP Program Manager to identify areas of additional support needed and meet needs as applicable.

- Ability to be flexible and work on diverse projects as the work needs change.
- Ensure the enforcement of program and risk management policies.
- Collaborate with crew-based program support staff to help develop and implement recruitment strategy.
- Collect and compile information for reports and internal/external news and reports, including but not limited to AmeriCorps and project performance reporting.
- Work with Program Manager and site supervisors to ensure the programs maintain a high member retention.

Participant or Member Management

- Interview and onboard for 50+unique positions.
- Work with IP Program Manager and Project Partners to select and place IP members across the state based on partner interest and funding availability.
- Ensure that all open positions are filled in a reasonable amount of time.
- Collect, compile and process all required intake and enrollment materials.
- Utilize online systems that are necessary for successful program operations.
- Help support and improve systems for member selection and admissions processing.
- Assist in creating and delivering internal orientations and trainings, intentionally aligning with Conservation Legacy's strategic initiatives.
- Facilitate opportunities for IP member development.

General Administration

- Assist with workers compensation cases within the IP Program and state tax identification concerns as needed
- Participate in weekly staff meetings and support staff as appropriate.
- Participate in weekly statewide, regional, and development staff meetings and support other staff as appropriate.
- Serve as an on-call resource for IP and Field Crew risk management system.
- Coordinate across Conservation Legacy's Individual Placement programs for systems development.
- Participate in organizational-wide IP efforts to develop support of other Conservation Legacy IP Programs.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Individual Placements Program Coordinator is required to sit, stand, walk, speak, and hear. The Individual Placements Program Coordinator 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 and reach with hands and arms. The ability to drive an SCC vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Qualifications:

- Minimum of 1 year of managing administrative systems in non-profit or similar organizations.
- Previous programmatic experience with a Corps, AmeriCorps, youth serving organization or Federal Agency highly preferred.
- Current Wilderness First Responder certification, or willingness to obtain
- Experience with human resources management and admissions/hiring processes.
- Outstanding organizational and time management skills, and ability to prioritize.

- Self-motivated, decisive, and able to work independently.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
- Bachelor's Degree Preferred
- Insurable driving record and the ability to pass Conservation Legacy's criminal history checks.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Positive, entrepreneurial attitude and attentiveness to detail are both a definite plus.
- Preference given to bilingual applicants, with strong preference given to English/Spanish speakers

To Apply:

Send Cover letter and resume to (Cait Payne) cpayne@conservationlegacy.org Subject line in this email must include "Applicant". *Open until filled with expected timeline for interviewing to start in early January.* Priority review given to applications received by 1/4/2021.

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.

