

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: Field Coordinator

Date: February 1, 2021

Reports to: Program Director

Starting Salary: Grade B (\$35K - \$43K)

Location: Chattanooga, TN

Status: Full time, exempt

Benefit Eligible: Full benefits *per Personnel Policies*

Program Summary:

The Southeast Conservation Corps (SECC), a non-profit service organization, is a program of Conservation Legacy. Built on the legacy of the Civilian Conservation Corps (CCC) SECC provides youth, young adults, and veterans opportunities to complete conservation projects on public and private lands throughout Tennessee and Southeast region. While serving with SECC members learn natural resource management practices and team work through completing high quality projects such as prescribed burning, fuels management, land restoration, trail construction, invasive plant management, disaster relief, and much more. SECC operates field programs nearly year-round. Annually, field crew and internship engagement averages approximately 130 corps members and roughly 16 seasonal Crew Leaders or Assistant Crew Leaders, with a support staff of three to four.

Position Summary:

The primary responsibilities of the Field Coordinator are to manage all areas related to program implementation to ensure SECC programs maintain safety, program integrity, and quality projects in the field. Specific areas of program management include: managing, mentoring, and training of staff, project partner field visits and regular communication, recording and entering program accomplishments and statistics, oversight of field starts (rig-ups) and returns (de-rigs), and coordinating communication between the field and office staff. Additionally, the Field Coordinator will support the availability, storage and maintenance of all necessary field tools and supplies, including vehicles and trailers. As a key SECC leader, this position will also participate in events such as all corps, graduations, manage budgets related to field operations, participate in staff teams within SECC and other Conservation Legacy programs.

Both office and field operations are required by this position. This position is dynamic and comfortability and flexibility with an ever-shifting work schedule is a must! The position consists of around 50% fieldwork to 50% office work.

Essential Responsibilities and Functions:

Recruiting, Interviewing and Selection of Crew Leaders

- Support and implement an innovative crew leader and talent development recruiting strategy.
- Collaborate with Recruitment Coordinator to maintain a database of all recruiting contacts.
- Coordinate and complete applicant posting, review, interviewing, selection, & placement of 15 - 20 crew leaders annually.
- Facilitate and manage the submission of all necessary hiring paperwork and on boarding processes for crew leaders.

Program Oversight & Field Support

- Provide technical expertise, professional development, guidance, and emotional support to leaders and members.
- Ensure program quality and quantity by visiting project sites regularly.
- Collaborate with leaders to identify positive working solutions to project and crew management challenges as they arise.
- Uphold all SECC/CL policies and procedures to create a safe working environment.
- Perform weekly check-ins with crew leaders and Field Supervisor(s).
- Manage and participate in the region-wide on-call emergency system for crews in the field.
- Manage, mentor, and work cooperatively with a seasonal Field Supervisor(s).

Development & Training

- Develop and implement all leader and member trainings inclusive of trail construction/maintenance, chainsaw certifications, leadership development, etc.
- Collaborate with other SECC and regional staff to develop training opportunities for members and leaders throughout the field season.
- Maintain and grow positive partnerships with community and project partners.

General Administration

- Manage multiple databases for recruitment, selection, and leader onboarding.
- Manage and maintain accurate pre-hitch specs and post-hitch data.
- Manage reporting of all necessary information and complete program reports including field site visits, recruiting notes, and field/yard inventories.
- Work within an established program budget; manage personal and leader credit cards, receipts, and financial reporting.
- Maintain oversight of SECC's vehicle and trailer fleet, including maintenance schedule/database and addressing maintenance issues as needed, as well as yearly registration.
- Schedule vehicle/trailer logistics for each crew, as well as seasonal vehicle rentals.

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.

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.**

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 2 years (24 months) of experience in leading in youth development or corps programs.
- Minimum of 2 years (24 months) of experience in leading members and managing conservation-related projects.
- Hold current certifications in wilderness first aid (at minimum) and chainsaw operation at level B or higher. Willing to assist in level B certification if applicant has the needed experience prior to position start date.
- Experienced skill level in creating and delivering field-based trainings related to conservation work and crew dynamics.
- 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.
- Minimum of educational experience: High School Diploma/GED
- Valid driver's license and an insurable driving record.
- Must be able to pass the organization's criminal history background check requirements.

To Apply: Send Cover letter and resume to Brenna Kelly at brenna@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.