

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: Program Director – Southeast Conservation Corps

Starting Salary Range: The starting salary range for this position will be in the \$71,900 - \$74,057 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Chattanooga, TN, partial remote schedule available

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: Corps Director – Southeast Conservation Corps

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.

Program Summary:

The Southeast Conservation Corps (SECC) is a non-profit service organization built on the Civilian Conservation Corps (CCC) legacy that operated from 1933 to 1942. SECC provides recent-era military veterans, young adults, and teenagers opportunities to complete conservation projects on public and private lands throughout Tennessee and the Southeast region. While serving with SECC, members learn natural resource management practices and teamwork through completing high-quality projects such as prescribed burning, fuel management, land restoration, trail construction, and invasive plant management. Programs are structured using a stepladder approach to provide a development progression related to personal, professional, and project skills. SECC operates field programs year-round from January to November, with the peak season being January to August. During peak season, up to 10 crews can run simultaneously. SECC engages approximately 120 members per year throughout youth, adult, and veteran crews and internships. SECC has seven full-time employees and two seasonal staff and is operating with a \$2.7M budget for 2024.

Position Summary:

The Program Director (PD) manages SECC's regional crew-based program operations and operations staff and reports to the Corps Director of SECC. The PD assists in developing project partner funding and leads the management of all SECC operations through a coordinated and collaborative staff structure.

The PD's primary focus is to create and maintain safe, quality, and highly effective operational programming for youth and young adults while sustaining project partnerships with land management agencies, municipalities, and non-profits. The PD will work to maintain current funding sources and

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assist in developing new partnerships and funding sources programming regionally.

The PD will supervise and mentor various operations staff and is responsible for providing tactical leadership for staff who carry out day-to-day programmatic and administrative operations. The PD will often serve as a representative of SECC on Conservation Legacy Committees and be expected to work collaboratively across Conservation Legacy with the staff of sibling programs. The PD must develop and maintain good working relationships with staff, funders, community and agency partners, Corps members, and Crew Leaders.

Essential Responsibilities and Functions:

Staff Supervision

- Recruit, hire, train, supervise, and evaluate all crew staff positions, including Program Coordinators, Field Supervisors, Crew leaders, and other positions as required.
- Promote an efficient, collaborative, inclusive, and effective working environment, including providing regular check-ins with staff to receive feedback.
- Provide direction and oversight to program staff to recruit and select AmeriCorps Members, Youth Members, and Crew Leaders, including developing recruitment and outreach strategies.
- Work with program staff to coordinate the distribution of responsibilities and step in as necessary to cover staff responsibilities when a staff member is unavailable.

Program Administration

- Plan and oversee the implementation of all SECC crew programming.
- Ensure compliance with all Conservation Legacy, SECC, and AmeriCorps policies and procedures; ensure risk management practices are effective and observed.
- Develop and manage crew program schedule, including partner outreach, agreement management, crew hiring, and project distribution; ensure that the crew schedule reflects the crew budget.
- Work with the Corps Director to develop and manage the crew budget, including maintaining fiscally responsible purchasing among staff and Crew Leaders.
- Develop and maintain a positive relationship with project partners, funders, grantors, and community members.
- Develop, oversee, and manage project agreements and grants to ensure timely completion of project work including management of data through Salesforce.
- Ensure partner satisfaction through regular communication and collection of evaluations and feedback.

Program Development

- Work with the Corps Director to build new and improve existing partnerships and review and pursue new opportunities for SECC.
- Enhance the quality of existing programs by reviewing and analyzing data and feedback and collaborating with SECC staff to make program improvements.
- Oversee developing and implementing new programs that fulfill SECC's mission and needs. This included developing program models, assessing capacity needs, and advocating for resources for these programs to be successful.
- Assist with grant proposals, fundraising initiatives, and partner development to sustain the

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SECC's crew program.

Training and Field Support

- Design, implement, and regularly review training curriculum for all crew training including Leadership Training, orientation, skills training (trail, chainsaw, crosscut, herbicide, rigging, fencing, etc.), Wilderness First Aid, and other training.
- Maintain a presence in the field for seasonal crew training to ensure quality and consistency.
- Visit the field as needed for technical and programmatic assistance, including overnight stays.
- Ensure staff maintain relevant certifications such as pesticide applicator, chainsaw and crosscut, and Wilderness First Responder.

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

Other "Hats" You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

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. This position requires overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the PD is required to sit, stand, walk, speak, and hear. The PD may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she/they must be able to operate office equipment, telephone, and computer. The PD may be required to lift up to 50 pounds unassisted. 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.***

If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please send a request to the hiring manager.

Qualifications:

- Minimum of five years experience in conservation and/or youth development.
- Year-round supervisory experience, preferred minimum of three years.
- Familiarity with AmeriCorps and other youth and young adult development programs.
- Wilderness First Responder certification or higher, or willingness to obtain certification within 3months of hire and demonstrated good judgement and problem solving in emergency situations.
- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, Salesforce, and other similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- 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.

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- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.

Preferred Qualifications:

- Familiarity with the south east's ecosystems, conservation organizations, and opportunities relevant to SECC's work.
- Community coalition building and partnership management experience.
- Previous program and leadership experience with a conservation corps or similar organization.
- Proven track record of successful work in the Southeast.
- Technical knowledge and familiarity with trail construction & and maintenance, crosscut operations, backcountry travel and risk management. Additional preferred skills of chainsaw operations, fire fuels reduction, trail design, rigging, fence construction and maintenance, disaster relief services, and/or herbicide application.
- Bachelor's degree or higher in related field.

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 April Elkins Badtke at april@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.*

**** Applications are encouraged to be submitted by Monday, February 12 and will be reviewed as they are received and until the position is filled. ****

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. If you need assistance and a reasonable accommodation due to a disability during the application or recruiting process, please send a request to the hiring manager.