

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 Manager, Preservation & Trades

Date: October 2021

Reports to: Stewards East Corps Director

Starting Salary: Grade C – salary range \$40,000 to \$50,000

Location: *Frederick MD; part time remote eligible.*

Status: *Full-Time, Exempt*

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Program Summary:

The Stewards Individual Placement Program (SIPP), a program of Conservation Legacy, places individual placements across the nation in projects that build capacity, improve access to natural resources, develop and support innovative solutions, develop opportunities for service and economic development, and empower leaders. The SIPP focuses on federal partners such as the National Park Service, US Forest Service, and Bureau of Indian Affairs along with multiple state and local governments and nonprofits.

Position Summary:

The Program Manager, Preservation & Trades, is responsible for general operations, member management, community partnerships, and emerging opportunities associated with the National Parks Service Historic Preservation Training Center and emerging programming in Maryland. This position connects the work of the HPTC program to community contacts, will support project mentors and/or dynamic park leads in onboarding and supporting their Stewards HPTC Apprentice; will assist the Corps Director in agreement management and tracking; will support and organize community outreach events, and will support important wrap around services to the members serving under the HPTC partnership. This position will also support the work of Preservation Maryland's "Campaign for Historic Trades" initiative through working with the organization's recruitment goals and other strategies as outlined in the partnership. Further, this position will engage with the Corps Director for the Appalachian Conservation Corps, and/or other Conservation Legacy Corps to develop Corps program models with an emphasis on Historic Preservation and the trades skills.

Essential Responsibilities and Functions:

Leadership and Program Management

- Leads a high-quality of programming for positive member experience and exceptional partner and program accomplishments, solidified by successful outcomes related to strategic goals.

- Develop training and provide support to Program Coordinator(s) that ensures their delivery of high-level customer service to potential applicants, current participants, alumni, partnering services, and internal staff.
- Create and implement successful recruitment plan to fill initiatives' positions.
- Provide regular updates to Corps leadership and partners, incorporating feedback from Conservation Legacy key stakeholders.
- Work with Program Director to ensure AmeriCorps slots are properly tracked.
- Ensure the process of collecting Program Coordinators documents complies with internal checks and balances.
- Effectively lead program and corps staff (seasonal and full time) to achieve programmatic and organizational outcomes related to their positions, their program and organization wide.
- Ensure administrative responsibilities are compliant, timely, and accurate; including, but not limited to, AmeriCorps and Conservation Legacy compliance requirement, general participant outreach, timesheets, payroll, and internal staff communication regarding policy and procedures.
- Ensure that the program is following for both AmeriCorps State and National and AmeriCorps VISTA project sites.
- Assign new members to Program Coordinators on weekly basis.
- Ensure Salesforce compliance in conjunction with the Program Director
- Ensure that Workers Compensation and liability documentation and member benefits is correct and filed in a timely manner with Conservation Legacy.
- Other administrative duties as assigned.

Member Support

- Enforces and implements hiring and exiting systems with Corps Director/Program Directors to ensure all member files are compliant with federal, state and AmeriCorps requirements.
- Foster an environment of inclusion for all members through onboarding, member support, on-going feedback, and training opportunities.
- Provide support and oversight regarding required onboarding tasks and ensure that processes are correctly completed within deadlines.
- Serve as key point of contact for members as they enter their service term, on-board, and throughout their term.
- Ensure welcome packets and uniforms have been sent to all members.
- Ensure members have all necessary materials to begin service successfully and returns CL or partner owned tools and equipment following service. Track uniform needs and ordering for all HPTC Stewards members
- Continue development of and ensure member engagement strategies are being utilized with all members.

- Develop and improve member processes including but not limited to timesheets, evaluations, communications, and reporting.
- Engages in the Member training experience; developing and delivering support with PLC hiring authority, federal resume writing, arranges travel needs and manages reimbursements
- Provides contacts and support for housing in the Frederick area and other site locations as needed,

Site Support and Reporting

- Supports Corps Director in reviewing agreements and site applications to ensure compliance and accuracy between agency partners and agreement scope of work
- Supports program coordinators in collecting and reviewing position descriptions to ensure AC compliance and reviews recruitment plan for the project with the assigned Program Coordinator
- Develops workplan with Preservation Maryland for recruitment strategies and assists where needed.
- Track dates for recruitment and elevating sites who are struggling to obtain applicants and providing additional recruitment support.
- Assists Program Director with cooperative agreement tracking and reporting.
- Working with the Corps Director, review agreement tracking tools and ensure alignment with Salesforce.

Development and Community Engagement

- Operate as a consistent spokesperson and promoter for preservation, trades, and corps programming, both internally and externally.
- Cultivates and manages emerging Maryland project partners and supporters.
- Supports the work of Preservation Maryland in establishing a Trades Corps model
- Support local and partner external communication objectives, including marketing, press, branding, and social media.
- Organize and/or attend community events in support of trades and preservation.

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.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

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. Some positions may require periodic overnight travel, non-traditional

work hours, the ability to move across varied terrain and use program specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally and/or negligible amount of force to lift, carry, push, pull or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions.

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 two (2) years of experience in youth development or corps field.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Entrepreneurial approach to problem-solving.
- 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.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.

Preferred Qualifications:

- Trades (carpentry, masonry, historic preservation) understanding.
- Conservation Corps experience
- Strong organizational skills
- Experience community outreach and public speaking.

To Apply: Send Cover letter and resume to April Elkins Badtke [at april@conservationlegacy.org](mailto:april@conservationlegacy.org)
Subject line in this email must include "HPTC Program Manager Applicant".

Cover Letter must include a response to the following question: ***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.***

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.