

# 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:** Training and Logistics Coordinator

**Reports to:** Stewards East Program Director

**Starting Salary:** Grade B starting at \$17.10/hour

**Program:** Stewards Individual Placements, Eastern Region

**Location:** Beckley West Virginia preferred, any Eastern Region office location: Harrisonburg, VA; Chattanooga TN, or Raleigh NC considered.

**Status:** Full time, benefit eligible

## **Summary:**

The Training and Logistics Coordinator works with Stewards Individual Placements to ensure that members have a meaningful learning and program experience while serving. This position directly works to support the professional development and training components of our member engagement strategy. The position collaborates with Program Coordinators in identifying goals for member training and professional development planning as well as member orientations. The Training and Logistics Coordinator manages all training aspects for Stewards East members and related Stewards East and Conservation Legacy staff as well as the administrative and logistics-related tasks. A primary responsibility of all Conservation Legacy staff is the development of innovative programs, coaching and mentoring, and effective internal and external communication as an ambassador for the organization's mission, vision, and values.

## **Essential Responsibilities and Functions:**

### **Category I – Member training**

- Work with Program Leadership to identify and deliver training and programs aligned with Conservation Legacy's Strategic Plan, specifically the Impact goal.
- Research and identify outside resources to deliver professional development and/or training opportunities for members.
- Design and deliver high-quality, professional training to members and staff across the US.
- Serve as the point person for training platform changes (Google Classroom and other virtual training and resources platforms) through the management of platforms, training of staff, and regular updating.
- Manage and share best practices and work with others within Conservation Legacy's strategic goals focused on Impact.
- Identify the training needs for members related to non-profit leadership, professional development, fundraising and development, and innovation.
- Support Program Coordinators and VISTA Leaders to review training plans for all individual placements (IP) and identify needs for each position.
- Plan and implement VISTA member trainings annually:

- Manage the training preparation timeline and assign tasks to staff as needed
- Promote training opportunities to members and manage registration.
- Manage all external trainers/speakers' engagement, including timelines, presentation platforms, material distribution, evaluations, and additional requested support of Stewards staff.
- Develop training and retreat agendas with the guidance of Program Director and Corps Director, while using input from Program Coordinators
- Develop manual for VISTA training including lesson plan templates, session suggestions, ice breakers, and breakout sessions
- Develop evaluations and compile professional reports for Stewards Directors and Coordinators to support program and process improvements and identify best practices in future training opportunities
- Review and maintain member and supervisor orientations, keep updated and deliver orientations when needed; generate and maintain orientation resource materials for staff.
- Develop exit protocols for all members; collect and analyze exit surveys from members and share with Stewards Leadership and the Regional Executive Director to identify successes and improvement areas; conduct exit interviews when needed.
- Research and promote professional development opportunities as identified in training plans and goals worksheets for members and staff and other Conservation Legacy programs.
- Stay informed on current national service training needs, trends in professional development in similar career paths and suggest changes in training/orientation/professional development as trends become apparent.
- Develop a professional development series for all Stewards East members
  - Identify trends, topics, and presenters
  - Develop outline and “lesson plans” for sessions
  - Maintain and promote a calendar of offerings
  - Gather attendance data and provide feedback and review of offerings

## **Category II – Logistics, Compliance, and Administration**

- Review member and supervisor handbooks; update and distribute annually to members, supervisors, and partners.
- Review lesson plans and standardize as needed; develop a template and process for training offerings.
- Work with Program Manager to review, manage, and track member professional development funds, manage professional development member expenses, and prepare reports for Corps Director and Business Manager.
- Develop and maintain manual and handbook for member engagement and training
- Develop member engagement touchpoints utilized within the Stewards Program to ensure all members have received orientation, basic training plans, and consistency across all member service terms.
- Ensure that all members have obtained basic member engagement touchpoints and received basic training requirements as outlined in agreements and grants.
- Working with Program Coordinators and VISTA Leaders review and maintain member welcome page.
- Support Stewards East staff in administration member tasks including, but not limited to, member reports, database entry, inventory purchasing, facility reservations, assisting with welcome back distribution, etc.

12/4/2020

April Elkins Badtke

### **Category III – Staff training**

- Assist Corps Director in reviewing program goals for staff training, understand staff individual training goals, and identify opportunities for staff members to pursue.
- Work with Conservation Legacy Central Office to identify organizational training needs and goals around policy and procedures, DEI goals, and AmeriCorps Compliance and ensure all staff have received training and updates on changes as needed.
- In collaboration with the Corps Director update new staff orientations and quarterly training sessions for staff.

### **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 3 years of experience in youth development, non-profits, or conservation.
- Experience delivering high-quality presentations to groups of 100 people more, including executive audiences.
- 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.
- Must be able to pass the organization's criminal history background check requirements.
- Experience leading Conservation Legacy programs, members, or administrative systems.

### **Preferred Qualifications:**

- Bachelor's Degree preferred or equivalent work experience
- Training certifications desired, including facilitation, leadership development, volunteer engagement, grant writing
- Public speaking skills and comfort working/speaking on camera /video

**To Apply:** Send Cover letter and resume to **April Elkins Badtke** at [april@conservationlegacy.org](mailto:april@conservationlegacy.org). Cover Letter must include a response to the following statement: ***Provide some examples of your experience in working effectively with diverse teams or a variety of populations, including those specific to the BIPOC community as well as highlight your experiences in developing and supporting training programs.***

*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.*