

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: VISTA Program Director, Stewards Individual Placements

Reports to: Corps Director

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 begin at the beginning of the range percentile to ensure internal salary equity.

Location: Beckley, WV

Status: Full-Time, Exempt

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

Applications will be reviewed and considered by May 31, with a preferred start date of June 20.

Program Summary:

Conservation Legacy is a nationwide nonprofit. 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, water, thriving people, and resilient communities.

The Stewards Individual Placement Program (Stewards), a program of Conservation Legacy, places individual participants 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. Stewards focus 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 VISTA Program Director oversees operational excellence and functions while supporting established relationships with partners and assisting in identifying and establishing new partnerships as assigned by the Corps Director. This position interfaces significantly with other Conservation Legacy programs and staff on all program aspects. This position works collaboratively as a leadership member of the Stewards team to ensure programmatic operational effectiveness, process evaluation, and staff training and oversight.

The Program Director will supervise and mentor program staff and is responsible for providing leadership for staff who carry out day-to-day programmatic and administrative operations. The Program Director will also serve as a representative of the Stewards on Conservation Legacy Committees and be expected to work collaboratively across Conservation Legacy with staff of sibling programs. The Program Director must develop and maintain good working relationships

May 2024

April Elkins Badtke

with staff, agency partners, members, and site supervisors. This position will oversee the programming associated with our AmeriCorps VISTA portfolio. Stewards VISTA program supports up to 70 members annually and is developing a new Energy Community AmeriCorps Program that will develop 45 new host sites in nine communities that are identified from the White House as Rapid Response Communities -communities that are impacted by energy transitions in their community. Because of the nature of this new Energy Communities program, it is important that the Program Director be based in the Beckley, WV Office.

Essential Responsibilities and Functions:

Staff Supervision:

- Leads staff professional development.
- Recruits, hires, and trains new program staff.
- Supervises, supports, guides, and evaluates staff in managing their responsibilities and expectations.
- Approves timesheets, PTO requests and credit card expenditures of staff.
- Establishes weekly check-ins with each supervised staff to address questions, ensure procedures are being followed, and foster a collaborative work environment.
- Works with program staff to coordinate distribution of responsibilities, and step in as necessary to cover staff responsibilities when a staff member is unavailable.

Program Operations:

- Reviews, updates, and documents all Stewards policies and procedures to ensure ethical, safe, and well documented processes for field placements.
- Collects feedback from partners, members, sites, and staff and implements programmatic changes to create a culture of continuous improvement.
- Manages compliance for systems used by the program.
- Guarantees member activities follow project agreements requirements.
- Manages and coordinates incident response, processing, documentation, and includes those that lead to worker's comp claims.
- Ensures compliance of all AmeriCorps provisions. Facilitates process for gathering necessary data and information for AmeriCorps reporting.
- Guarantees that all partner program summaries and related marketing/highlight materials are accurate, appropriate, and disseminated in line with Stewards and Conservation Legacy policy; assigns writings and contributes to summaries as needed.

Partner Relations and Member Engagement

- Develops and maintains a positive relationship with existing partners to ensure support is provided and needs are met by staff through regular check-ins and formal evaluations.
- Assists Corps Director in reviewing and approving new projects and partnerships;

processes site applications for new sites; maintains an annual 90% retention of sites, ensuring that all projects are completed per CNCS and partner goals.

- Leads partner communication and check-ins with all project partners.
- Oversees Salesforce CRM record creation, maintenance, and use.
- Verifies that agreements and projects are properly entered to Salesforce and that agreements are fully executed (or approved) prior to allowing members to begin service.
- Leads the identification, selection, implementation, and evaluation of training and professional development trends to support members through agreement budgets.

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.
- Leads implementation of Conservation Legacy-wide directives related to training and professional development.
- Compiles Stewards East VISTA contributions to Stewards website and communication content.
- Assists with the development of the annual budget and updates Corps Director on additions or edits as needed.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Performs a variety of other duties 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. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.

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 5 years of experience in youth development or corps field.
- Minimum of 1 year of experience supervising diverse employees to achieve common goals.
- Experience keeping others, in remote locations, accountable to expectations.
- Ability to communicate effectively, manage complexity cultivate innovation, drive and motivate results of oneself and others.
- Proven ability to work collaboratively and maintain positive partner relationships.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Ability to carry out assigned work independently or with minimal supervision.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Must be able to pass the organization's criminal history check requirements.
- Valid Driver's License and Insurable Driving Record

Preferred Qualifications:

- Experience with Conservation Legacy programs, members, or administrative systems.
- Demonstrated experience supporting budget tracking.
- 3 years supervising and mentoring employees to achieve common goals.
- Familiarity with managing AmeriCorps and internship-based programming.
- Past experience working at or in collaboration with public land agencies (National Park Service, U.S. Forest Service, or other similar agencies.)
- Knowledge of AmeriCorps VISTA programming is desired.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Willingness to travel. This position includes at least 6 week-long trips annually.
- It is important that the candidate for this position have a broad understanding of coal communities

To Apply:

1. Send Cover letter and resume to Autumn Lilly (alilly@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 Sunday, February 4th 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/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.