

# 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:** Western Region Administrative Specialist

**Date:** 12/16/2021

**Reports to:** Western Region Business Manager

**Starting Salary:** Grade B – \$17.10-\$20.67/ hr

**Location:** Full-time remote eligible within Western Region

**Status:** Full-Time, Non-Exempt

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

## Summary:

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

## Position Summary:

The Western Region Administrative Specialist will support all administrative staff and functions within programs of the Western Region. This position will help to recruit and train new administrative staff within the region and provide remote position coverage when program administrators are on PTO or out of the office and during times of increased program activity. Additionally, they will bridge communications between central staff and program staff and help to identify opportunities for efficiencies and process alignment across Western Region programs.

## Essential Responsibilities and Functions:

### Payroll and Human Resources:

- Support the set up of seasonal staff, participant employees and AmeriCorps members in payroll software.
- Provide support, when needed, creating payroll summaries, obtaining proper approvals and processing payroll documentation in an accurate and timely manner.
- Assist with the E-Verify Process for seasonal staff and participants with the timely processing of criminal history checks.
- Assist in maintaining accurate Human Resource and AmeriCorps files and records
- Work closely with Central Staff to stay knowledgeable on Human Resource topics and disseminate the information to program staff

### Field Operations Support:

- Ability to process Workers Compensation claims
- Maintain current knowledge on Worker's Compensation process

**General Support:**

- Support the Western Region Business Team and programs with high priority projects
- Provide support to individual programs based on their specific needs which may include credit card training and credit card reconciliations

**Other Duties:**

- Work with individual programs to identify additional areas of support specific to that program.
- Support the development of effective and efficient administrative systems that interface with organization needs
- 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, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally 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:**

- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Administrative experience specific to payroll and human resources
- Detail oriented with the ability to consistently meet deadlines
- 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.
- 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.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.

### Preferred Qualifications:

- Experience using the Salesforce platform
- Intermediate experience with Microsoft Excel including formatting and formulas
- Experience leading Conservation Legacy programs, members or administrative systems.
- Current knowledge of human resources laws and regulations

**To Apply:** Send Cover letter and resume to Allison Laramée at [allison@conservationlegacy.org](mailto:allison@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 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, 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.