

# 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

## Western Region AmeriCorps Manager

**Reports to:** Western Region Business Manager

**Starting Salary:** Grade B+, starts at \$19/hr

**Location:** Any Western Program office (Durango CO, Salida CO, Albuquerque NM, Las Cruces NM, Flagstaff AZ or Tucson AZ)

**Status:** Full Time, Non-Exempt, Full benefits per personnel policies

### Summary:

The Western Region AmeriCorps Coordinator is responsible for the oversight of Western Region AmeriCorps grants. This position will work closely with program, regional and central staff to create and maintain systems and tools that assist in all grant compliance and program slot allocations. This position will be the main AmeriCorps contact for all western program staff and will ensure compliance with grant submission and continuations, audits, slot allocation reporting and budget tracking. The Western Region AmeriCorps Coordinator position is expected to be knowledgeable on all AmeriCorps National and State grants including grant specific requirements.

### Essential Responsibilities and Functions:

#### General AmeriCorps:

- Knowledgeable of the different regulations and requirements for all AmeriCorps grants within the Western Region.
- Work closely with Central and Western Region staff to prepare AmeriCorps National and State proposals, grant year closeouts and continuations.
- Establish strong relationships with all AmeriCorps State and National program officers
- Assist in the proposal submission process for any State AmeriCorps grants in the Western Region with the support of the WR Grants Manager and Corps Director(s) who operate in that state
- Support program staff in the development and implementation of wrap around service for members.

#### Slot Management:

- Provide oversight and leadership to slot management systems through development and analysis of internal databases, processes and trainings for the Western Region programs.
- Work with Central staff to ensure that conditions of the AmeriCorps grants including demographics and project type are met by Western Region Corps by providing trainings to key program staff and monitoring enrollment and project schedules.
- Work with program staff to make slot adjustments and corrections when needed.

- Work with program staff to manage AmeriCorps slots to align with budget projections by developing tools to track mixed crews and early exits.
- Maintain a tool to forecast the slot usage by program and grant that ensures that all slots will be used at the end of the grant.

### **AmeriCorps Reporting:**

- Coordinate, compile and submit to central staff monthly, quarterly, semi-annual and annual reports by established deadlines.
- Assist Central and Regional Staff with the development and maintenance of tools to collect accurate data for reporting.
- Support Western Region program staff with AmeriCorps report collection efforts, focusing on data integrity. Collect and analyze internal data to ensure AmeriCorps performance measures are met by the programs and appropriately report data externally.

### **Data and Outcomes:**

- Responsible for collecting, auditing and entering required data into external databases for related Western Region AmeriCorps members; provide training and support to program staff on data entry into internal systems.
- Develops, maintains and guides corps to effectively use systems and tools that collect post-term data and in-term certifications/trainings
- Work with Western Region program staff to ensure post-term data and certifications are entered into the external databases on at least a monthly basis for Western Region programs

### **Other Duties**

- Provide support to other AmeriCorps staff at the Central level to help maintain a high level of grant performance
- Attend conferences presented by CNCS or state commissions
- Participate in biweekly Western Region Business Team meetings
- 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.
- 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:**

- Minimum two years of experience in non-federal funding in a nonprofit or similar organization or related education background.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Experience in managing grant(s) of \$500k or larger.
- Familiarity in systems that track required data for reporting purposes.
- Understanding of Civicore and Salesforce
- Previous experience with State and/ or National AmeriCorps grants

**To Apply:** Send Cover letter and resume to Stacey Alfandre at [stacey@conservationlegacy.org](mailto:stacey@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 working effectively with diverse communities, including those specific to the BIPOC community & 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.*