

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: Ancestral Lands Conservation Corps Individual Placements Program Coordinator

Date: November/December 2024

Reports to: ALCC IP Program Manager

Starting Salary: The starting wage for this position will be in the \$22.93-23.62 per hour per hour range depending on experience, education, and skills relevant to the position.

Location: One of our five Ancestral Lands office locations (Albuquerque, Gallup, Acoma, Hopi, Zuni)

Status: Full-time, Hourly, Non-exempt

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

Posting Period: Please apply before October 18, 2024

Program Summary:

Ancestral Lands Conservation Corps (ALCC) is a program of Conservation Legacy (CL). ALCC provides conservation service opportunities for indigenous youth, young adults, and recent-era military veterans in Colorado, New Mexico, and Arizona and works with other Native American communities and conservation corps across the country to provide similar opportunities. Our vision is to lead our Nations back to ecological and cultural well-being and we do this by empowering individuals to positively impact their lives, their communities, and the environment. ALCC's crews are supported from operational bases in Acoma Pueblo, Albuquerque, Zuni Pueblo, Gallup, and Kykotsmovi (Hopi).

Position Summary:

The ALCC Individual Placements Program Coordinator is responsible for implementing effective and efficient administrative support of individual placement and intern cohort programs within Ancestral Lands, recruiting and placing between 10-15 AmeriCorps interns per year within the geographic region served by ALCC. This position interacts with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. This person will work with the ALCC IP Program Manager and ALCC IP Program Director to support and manage the IP program across the region. The ALCC IP Program Coordinator will report directly to the ALCC IP Program Manager. ALCC is strongly committed to Diversity, Equity and Inclusion initiatives within its programs.

Essential Responsibilities and Functions:

Individual Placement Recruitment, Interviewing and Selection

- Work with local community organizations, colleges and universities, and Tribal programs to recruit applicants for open IP positions, up to 15 positions
- Identify and develop new recruitment opportunities
- Review applications, sometimes in collaboration with project and community partners or ALCC IP Program Coordinator, and schedule and conduct interviews
- Select and offer positions
- Work with administrative staff to onboard IP's

Partner Support and Position Development

- Work with ALCC IP Program Manager and ALCC IP Program Director to manage and support current partner sites and site supervisors for all intern programs.
- Work with agency partners to manage and support current sites and supervisors for all IPs.
- Collaborate with host agency sites to develop position descriptions.
- Coordinate and support other initiatives that support the program(s)

Program Support and Administration

- Implement effective and efficient administrative systems for recruitment, enrollment, evaluation, exiting, reporting, and marketing.
- Create and develop Ancestral Lands social media material.
- Collect and compile information for reports and internal/external news and reports.
- Communicate regularly with program staff to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement.
- Provide ongoing support for all members including the development and implementation of orientation and training and member development opportunities.
- Work closely with other staff to identify areas of additional support needed and meet needs as applicable.
- Ability to be flexible and work on diverse projects as the work needs change.
- Ensure the enforcement of program and risk management policies.
- Collect and manage tracking of receipts, expenses, reimbursements, and other basic budgetary needs.
- Collaborate with crew-based program support staff to help develop and implement recruitment strategy.

Participant or Member Management

- Develop AmeriCorps positions with many different project partners
- Select and place interns across the region based on partner interest and funding availability.
- Ensure that all open positions are filled in a reasonable amount of time.
- Collect, compile and process all required intake and enrollment materials.
- Manage online systems that are necessary for successful program operations.
- Help support and improve systems for member selection and admissions processing.
- Coordinate timesheet and payroll processes for all IPs, and provide appropriate information to Conservation Legacy business office as needed.
- Assist with management of current AmeriCorps slot allocations and changes as they happen.

General Administration

- Assist with workers compensation and state tax identification concerns as needed
- Participate in weekly staff meetings and support staff as appropriate.
- Participate in weekly statewide, regional, and development staff meetings and support other staff as appropriate.
- Coordinate across Conservation Legacy's Individual Placement programs for systems development.
- Lead or participate in organizational-wide intern efforts to develop support of other Conservation Legacy intern program.

Regional and Organizational Support

- Maintain productive relationships and interface significantly with the other staff to provide assistance and communication regarding administrative details, program items and potentially assist with internship placement activities.

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.
- Previous programmatic experience with a Corps, AmeriCorps, youth serving organization or Federal Agency highly preferred.
- Current Wilderness First Aid certification, or willingness to obtain
- Experience with human resources management and admissions/hiring processes.
- Outstanding organizational and time management skills, and ability to prioritize.
- Self-motivated, decisive, and able to work independently.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
- Insurable driving record and the ability to pass Conservation Legacy's criminal history checks.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Positive, entrepreneurial attitude and attentiveness to detail are both a definite plus.

Preferred Qualifications:

- Minimum of 1 year of managing administrative systems in non-profit or similar organizations.

To Apply: Send Cover letter and resume to Anai Pulido-Munoz (amunoz@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.***

Updated September/2024

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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.