

Staff Position Description

Title: Ancestral Lands Conservation Corps Individual Placement Program Manager

Date: January 2025

Starting Salary Range: \$55,286 - \$56,950

Location: Any ALCC office location (Acoma, Albuquerque, Gallup, Hopi, Zuni). Partially Remote Eligible

Status: Full-Time, Exempt

Benefit Eligible: Full benefit eligible per Personnel Policies

Reports to: ALCC Individual Placement Program Director

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, Kykotsmovi (Hopi), and Isleta Pueblo, and operates an Individual Placement (IP) program placing participants across the country.

Position Summary:

The ALCC Individual Placement Program Manager interacts primarily with ALCC Individual Placements (members), ALCC IP Program Coordinators, the ALCC Individual Placement Program Director, other ALCC staff, and partners. The Program Manager works with tribal, federal, state, local, and non-profit partners to develop impactful IP projects, ensures all assigned positions are successfully recruited and on-boarded before their term starts, and refines and implements efficient tracking systems. The Program Manager will help design and implement a programmatic recruitment strategy, regularly engaging in recruitment and outreach activities to local communities including Indigenous and other underrepresented groups. The Program Manager also supports general administration and systems management of the IP program and ensure that it is providing a positive impact to our participants, lands, partners, and communities.

Outcomes & Functions of Position:

Staff Support and Supervision

- Supervise, support, and lead Program Coordinators in managing their work portfolios.
- Develop trainings and support structures for Program Coordinators that ensures the delivery of high-level customer service to potential applicants, current participants, alumni, partners, and staff.

Member Support:

- Ensure members have all necessary materials and supplies to successfully begin and implement service, including uniforms, PPE, SWAG, tools, etc.
- Lead implementation of successful member engagement strategies
- Address member challenges.

- Plan, coordinate, and facilitate professional and personal development opportunities, build a connection to the broad work of the IP and ALCC program, connect members to employers and secondary education opportunities, and increase overall programmatic impact for participants.

Partner Development and Support:

- Help develop and review site applications to ensure compliance and accuracy between agency partners and agreement scope of work.
- Collect position descriptions and announcements from project sites and deliver to program coordinator for recruitment and support.
- Ensure ALCC IP Team meets recruitment and onboarding deadlines.

Refining and Creating Program Structure:

- Work with IP Director to create and lead implementation of a strategic recruitment plan, including developing and strengthening a recruiting network with Tribal departments, colleges and universities, community-based organizations, and more.
- Work with IP Director to create a positive and impactful experience for ALCC IPs and IP staff.
- Assist IP Director in building IP Team rapport, communication, and camaraderie.
- Ensure that all IPs are regularly reporting accomplishments, uploading photos, and sharing impact stories to be used to generate program reports.

Systems Tracking and General Administration:

- Oversee systems and personnel files to ensure all files are compliant.
- Ensure that the program follows the Corporation for National and Community Service and Conservation Legacy paperwork requirements for AmeriCorps and non-AmeriCorps participants.
- Work with WC Insurance carrier and administrators to manage claims in a compliant fashion.
- Work with IP Director and Coordinators to create partner, grant, and other reports.
- Lead completion of biweekly IP Payroll summaries.
- Lead IP staff to ensure all tracking and administrative systems are accurate and up to date.
- Lead and support other administrative duties as assigned.

Organizational Advocacy

- Successfully engage, lead, and support an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Lead and/or participate in organization-wide teams, projects, and initiatives that support the work of the Strategic Plan.
- Report all harassment and grievances as identified in the Personnel Policy Manual.
- Assist or lead other responsibilities, 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, 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. If you need assistance and/or a

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R. Aguilar

reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

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 working with Indigenous communities.
- Minimum of 1 year of experience working in an administrative role.
- Experience with leading diverse groups of employees to achieve common goals.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Valid Driver’s License and Insurable Driving Record
- Must be able to pass the organization’s criminal history check requirements.

Preferred Qualifications:

- Bachelor’s Degree or equivalent work experience required.
- Previous experience with a Corps or youth serving organization.
- One (1) year or more of experience in youth development or conservation corps fields.

Other Competencies Desired for this Position’s Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Ryan Aguilar at raguilar@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.*

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. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

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.