

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: Wood For Life Communications Coordinator

Starting Salary Range: The starting salary range for this position will be **\$21.39 - \$22.02** an hour dependent 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 start at the beginning of the range percentile to ensure internal salary equity.

Location: Flagstaff AZ, Partially Remote Eligible

Status: *FT*, Non-Exempt

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

Reports to: Wood For Life Project Director

Posting Period: Position open until filled. Applications submitted before 3/8/24 will be given priority.

Program Summary:

Ancestral Lands Conservation Corps vision is to lead our Nations back to ecological and cultural well-being by engaging underrepresented Indigenous youth and young adults in conservation service programs that reconnect participants to the land while preparing them for careers in cultural and ecological protection. We work to remove barriers to participation, education, and employment by partnering with Tribes, local community organizations, agencies, and institutes of higher learning to create paid service and career training opportunities, personal and professional development, and pathways to postsecondary education and employment.

Operations Overview

The Ancestral Lands Conservation Corps is a partner of the Wood For Life Initiative "WFL" comprised of the USFS, National Forest Foundation, as well as many other non-profits, villages, chapters, and individuals with a focus on providing fuelwood to the local Indigenous communities. The ALCC WFL Project fields youth and young adult crews from the Arizona, Ancestral Lands, and Southwest Conservation Corps. The focus of the ALCC WFL project is to provide fuelwood, mulch, and Posts and Poles for traditional building purposes as well as support the development of "Wood Banks".

Position Summary:

The WFL Communications Coordinator (CC) serves as the main point of communication and coordination between our field operations and access to material by the public and partners. The Communications Coordinator will work closely with the WFL Project Director and the Project Coordinator to determine status of stockpiled inventory and determine distribution

dates as well as event volume. The Communications Coordinator will then advertise, process, and schedule received requests for material. The position will be responsible for delegating call back tasks to the Wood Bank Interns and being on site to coordinate distribution days from our processing site and In Community Wood Banks.

The Communications Coordinator will also be responsible for the development, marketing, and distribution of advertisement material of the ALCC WFL project including webpage oversight, monitoring and responding to social media communications, development of our intake process, and demographics for reporting requirements.

Communication between program, Project partners, and the public.

- Work with WFL program staff and partners to determine distribution timelines and event volume.
- Coordinate delivery and pick up of fuelwood and other wood material by crews, community members, and project partners.
- Act as the onsite lead for distribution events for emergencies, and direct public communication.
- Collect/record demographic/project accomplishment information from distribution events.
- Regularly interface with Tribal representatives, members of the public, and agency staff.
- Monitor and respond to requests from the public including via phone email, and social media.

In-Community Wood Bank Coordination

- Work with established/selected “Wood Banks” to coordinate deliveries of fuelwood.
- Assist Wood Banks in coordination of distribution events and delegation of tasks to Wood Bank Interns.
- Work with interns to conduct site assessments to determine capacity and additional need.
- Assist with Supervision, mentorship, and creation of work plans for our Individual Placement Interns.

Reporting

- Collect, record, and maintain accomplishment information, including number of community members served, total cords delivered, total acres treated, number of communities served, etc.
- Assist the Project Director with timely preparation of project reports.

Advertisement and systems development

- Collect video and photo media of the project for advertisement, marketing, and reporting purposes.
- Assist with development/overhaul of our intake process and data collection systems.
- Assist with development and management of a new ALCC WFL webpage.

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 organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals
- Report any potential complaints as identified in the Personnel Policy Manual
- Assist or leads 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 reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Qualifications:

- At least 2 years' communications experience or related degree.
- 2 or more years experience supervising others in a professional work environment.
- Strong verbal and written communication skills.
- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirement
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities
- Ability to keep others in remote locations accountable to expectations.
- Ability to carry out assigned work independently or with minimal supervision

Preferred Qualifications:

- Leadership experience with youth and local community project work.

- Proficient in computer programs, databases, other technology.
- Experience and desire in working with youth, young adults, and Tribal communities.

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

To Apply:

1. Send Cover letter **and** resume to Marshall Masayesva at marshall@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 coordinating large groups of people to accomplish a task or goal.*

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.