

CONSERVATION LEGACY

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: Historic Preservation Coordinator

Date: 12/13/2021

Reports to: Program Manager

Starting Salary: \$735-785 per week

Location: Zuni, NM

Status: Full-Time, Seasonal, Exempt

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

Program Summary:

Ancestral Lands Conservation Corps (ALCC) is an AmeriCorps program supported through the Corps Network which provides service-learning opportunities to Native American young adults, ages 16-30 by providing career training, workplace skills, educational support, and other opportunities in the outdoors. The program prepares Indigenous young adults for employment or enrollment in post-secondary or vocational education within one year following their service in the program.

Position Summary:

The Historic Preservation Coordinator will lead the further development of historic preservation competency in ALCC through connections with local and federal partners. ALCC's historic preservation program seeks to create career pathways for participants in natural and cultural resources fields. The main deliverable for this position will be documentation of training modules, techniques, and a local cultural resource inventory for Zuni Pueblo. The Position will provide historic preservation specific training to crew leaders, members, and co-workers including but not limited to mortar mixing, repointing, tool selection, safety, and techniques. The role will require both office and field work depending on program needs. This position will require a flexible schedule with occasional weekends, overnight, and multiple-day field visits to support crews.

Commented [CR1]: Consider adding something about connecting ALCC participants to careers in Historic Preservation field.

Essential Responsibilities and Functions:

Program Development

- Utilize regional NPS and local cultural resources staff to gather existing information
- Update and refine ALCC Historic Preservation Training modules resources
- Establish and develop local relationships with Cultural Resources, Historic Preservation, and industry experts and agencies
- Work collaboratively with local partners to document and identify preservation priorities and projects

Field Support

- Complete site-visits and support of historic preservation crews and Individual Placements across ALCC program area to learn and document techniques
- Assist with the management of on-the-ground project quality and quantity by providing technical assistance and training to crews
- Coordinate inventory for proprietary historic preservation tools
- Provide leadership guidance and support to crew leaders and members
- Enforce all ALCC Policies and Procedures
- Uphold risk management procedures and expectations in the field to create a safe working environment

Administration

- Attend and participate in regular staff meetings
- Work within the established program budget, and report purchases to the Program Manager
- Complete regular program paperwork field site visit reports
- Oversee the professional documentation of project accomplishments, daily and weekly reports, incident reports, and other programming paperwork
- Manage credit card, and other expenses related to program operations

Other Duties

- Successfully engage, lead, and support 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:

- 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 one (1) year of experience in youth development or corps field

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- Minimum of two (2) year of applied historic preservation experience
- 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.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Commented [CR2]: Consider increasing to 2 years

Preferred Qualifications:

- Demonstrated managerial experience
- Familiarity with Microsoft Office programs and applications, or similar platforms
- Experience with backpacking, wilderness living and travel, Leave No Trace (LNT) and outdoor leadership

To Apply: Send Cover letter and resume to Kevin Coeeyate at kcoeeyate@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.

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