

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: Logistics Technician **Date:** 1/18/2023

Reports to: ALCC Operations Director

Starting Salary: Grade A, Hourly, \$15.00 – 18.00/hour

Location: Any ALCC program office

Status: Full time, non-exempt, seasonal (up to 44 weeks)

Benefit Eligible: Full -time Seasonal with partial Benefits per Personnel Policies

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) and an Individual Placement (IP) program that operates across the nation.

Position Summary:

The Logistics Technician's primary responsibility is to logistically support crews with equipment, tools, vehicles, and supplies. Evening, overnight and weekend work are required on occasion. A flexible schedule is necessary. This position is a seasonal position that will be employed for 10 months each year, with a 2 month off period during the down season.

Essential Responsibilities and Functions:

Program Logistics

- Manage and organize clean and efficient operations both in (the office and shop).
- Supervise and manage de-rigs and re-supply for all ALCC crews and programs.
- Repair hand tools, chainsaws and forestry equipment, camp equipment, uniforms, and supplies as needed.
- Help Logistics team with Purchasing of supplies for programs as they arise.
- Help manage the repair and maintenance of the ALCC fleet of vehicles and trailers and lead driver training for leaders as needed.
- Manage vehicle parking areas.
- Purchase supplies and equipment to maintain the office and the shop.
- Maintain and create organizational systems for logistical management.
- Provide occasional logistical support to ALCC crews.
- Participate in training both as a trainer and/or trainee.

General Administration

- Manage credit cards, petty cash, and other expenses related to program operations.
- Meet weekly with ALCC Logistics Team to go over program purchases, budget, statewide logistical needs, and expenses.
- Other duties as assigned by supervisor

Other Duties

- 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.

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodation 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 2 years of experience in youth development or corps field.
- 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 complex situations as they arise, 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.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.

Preferred Qualifications:

- Current Wilderness First Aid or Wilderness First Responder and CPR certifications
- 2 or more years' experience operating and maintaining chainsaws, standard conservation tools, fence construction, and other technical conservation experience.
- Construction experience

To Apply: Send Cover letter and resume to James Him, jhim@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.***

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.