

# Staff Position Description

**Title:** Ancestral Lands Conservation Corps Operations Director

**Starting Salary Range:** \$56,635.40 - \$65,618.33

**Location:** Any Ancestral Lands Conservation Corps Office Location (Acoma, Albuquerque, Gallup, Hopi, or Zuni); Not Remote Eligible

**Status:** Full-Time, Exempt

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

**Reports to:** ALCC Corps Director

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

## 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.

## Position Summary:

The **ALCC Operations Director** leads program-wide field operations efforts with a focus on safety, training, and risk management practices. The **ALCC Operations Director** identifies and manages the resources necessary to establish, teach, and enforce organization standards; coordinate program staff to tackle policy issues; and facilitate incident management. The **ALCC Operations Director** is responsible for ensuring that consistent standards are held across the program. The primary focus of this position is to ensure programs are equipped to execute high quality and safe project work, that participants and staff have access to trainings to provide them the necessary skills to be successful on a variety of projects, and to manage systems that support the overall operations of ALCC. This position will actively consult with other ALCC director-level staff on resources, program structure, and growth needs for existing and new programming. This position is required to stay up to date on industry standards in conservation, trail construction, herbicide application, forestry, restoration, and other land stewardship work and actively works with organizational counterparts and national operations team to ensure these standards are met. The **ALCC Operations Director** is a key member of ALCC's leadership team.

The **ALCC Operations Director** may spend approximately 15% or more of their time in the field and the position requires traveling to ALCC's unique program and project locations. This may vary depending on the season and programmatic need. This position participates as needed in ALCC leadership meetings, as

well as national operations teams. Additionally, this position is expected to maintain an active presence in internal and agency working groups focused on technical skills utilized by program and is expected to use wide knowledge of conservation practices to help build new collaboration structures amongst programs, other cooperators, tribal, federal, and state agencies. Preference in hiring is given to qualified Native American applicants.

### **Outcomes & Functions of Position:**

#### **Logistics**

- Supervise, mentor, and support ALCC Logistics Coordinator, Logistics Technician, and potentially other seasonal or full-time staff
- Create and manage a robust system to inventory and track all tools, vehicles, gear, and equipment, including a system that allows staff to communicate logistics needs
- Work with ALCC Program Staff and Enterprise Fleet Management to manage vehicle rental and lease agreements as necessary to supplement ALCC's fleet
- Work closely with ALCC Leadership Team and Program Staff to manage all ALCC logistics including tools, equipment, vehicles, and facilities
- Oversee and support the efficient distribution of tools and equipment across ALCC offices
- Order uniforms, PPE, tools, and other logistics items and track and manage budgets
- Manage a fleet of vehicles and trailers which meet ALCC needs, including coordinating service and repair schedules
- Work with ALCC staff to ensure the safe and professional operation of all ALCC operational bases, including adherence to all applicable OSHA, environmental, and local zoning codes

#### **Training**

- Lead planning and coordination of Staff, Crew Leader, and Corpsmember technical skill trainings, including chainsaw, trail construction and maintenance, herbicide application, cultural preservation, and wilderness first aid
- Manage database of certifications received by ALCC participants and staff

#### **Risk Management**

- Along with ALCC Corps and Program Directors, lead program in approaching and addressing risk management concerns and resolutions as they arise
- Track and review incidents through Incident Reporting system
- Assist Individual Placement program in development of safety protocols and best practices
- Develop holistic risk management systems for new initiatives and projects in collaboration with program staff
- Audit the program to ensure that ALCC meets organizational standards for Risk Management
- Manages a team focused on providing safety and operational oversight to the program and provide feedback to the organization
- Develop and advocate for risk management practices and systems when to meet the needs of the program and the changing environment of Conservation Legacy
- Ensure that Risk Management priorities are maintained across the program and act with authority in cases of amplified risk and new endeavors, consulting with ALCC Leadership Team when necessary

#### **Budget Management**

- Manage and track vehicle, equipment, training, facility, and other major expense lines in the ALCC budget, including gathering information from other staff to get an accurate estimate of

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year-to-date spending trends

- Coordinate the sale of tools, vehicles, gear, equipment, and technology
- Approve invoices from vendors relating to logistics and training needs

#### **Administration**

- Manage and track Workers Compensation claims
- Lead trainings for program staff on Workers Compensation process and requirements
- Complete monthly reconciliation of all purchases made on company card
- Build relationships with local, regional, and national vendors and service providers

#### **Organizational Advocacy**

- 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
- Reports any potential complaints as identified in the Personnel Policy Manual
- Assists or leads other responsibilities, as assigned

#### **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.*

#### **Required 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 requirements
- 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

#### **Required Qualifications and Experience:**

- 5 or more years' experience working with diverse teams or with Indigenous populations in conservation, resource management, or a related field
- 5 or more years' experience supervising others in the professional work environment
- 3 or more years' in an organizational leadership position
- 3 or more years' experience facilitating or supporting chainsaw training
- 3 or more years' experience with managing databases

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**Preferred Qualifications:**

- B-Faller Certification in OHLEC, S-212, or the equivalent
- Wilderness First Responder Certification, or higher
- Current Herbicide Applicator certification for Arizona, Colorado, New Mexico, or Utah
- Previous experience working with Conservation Legacy or other Corps programs
- Associates Degree or higher
- Preference in hiring is given to qualified Native American applicants

**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 Chas Robles at [chas@conservationlegacy.org](mailto:chas@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. 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.*

 Recoverable Signature

 Chas Robles

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Signed by S-1-12-1-10065070-12944278-24000805-3253892/a6741c2-171b-4511b9-f6a354