

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: Acoma Program Coordinator **Date:** 12/16/2021

Reports to: Associate Director

Starting Salary: Salary Group B (\$35,568 - \$43,000/year)

Location: Acoma Pueblo, NM

Status: Year-round, Full-Time, exempt

Benefit Eligible: Full, per personnel policies

Program Summary:

Ancestral Lands Conservation Corps (ALCC) is a program of Conservation Legacy (CL). CL provides conservation service opportunities in Colorado, New Mexico, and Arizona. ALCC's crews are supported from operational bases in Albuquerque, Pueblo of Acoma, Zuni Pueblo, Gallup, and Kykotsmovi and provide opportunities for young adults, youth, and recent-era military veterans to complete natural resource management projects either as part of a crew or as individual placements.

Position Summary:

The Program Coordinator's primary responsibilities are to: recruit and select crew leaders and members for all adult and high school camping, hiking, and day (local) crews; to participate in planning and execution of crew leader and member trainings; to coordinate communication between the field and the office, to support and mentor all field staff, (including seasonal Field Supervisors and Crew Leaders); to maintain an organized operation base; to ensure crews are supported and prepared to maintain safety, program integrity, and quality projects in the field; to build new and strengthen existing partnerships with local and regional agencies.

Essential Responsibilities and Functions:

Recruitment

- Develop and implement a crew member recruiting strategy and trainings
- Establish and maintain a database of all recruiting contacts
- Coordinate recruiting visits to schools, community partners, etc.
- Interview, select, & place 20-30 AmeriCorps Members annually
- Facilitate and manage the submission of all corps member hiring, program, and AmeriCorps paperwork
- Contribute photos and narratives to program social media

Field Support

- Mentor and supervise field staff (seasonal crew leaders and field supervisor)
- Provide technical expertise, guidance, and emotional support to crews in the field
- Ensure project quality and quantity by providing technical assistance to and accountability of crew leaders in the field
- Occasionally assume supervisory duties for crew(s)

- Model risk management procedures in the field to create a safe working environment
- Lead post-hitch check-ins with crew leaders, including collection and review of reporting paperwork, surveys, Incident Reports, and accomplishments
- Enforce all ALCC and CL Policies and Procedures
- Respond to crew emergency situations
- Participate in an on-call system for crews in the field
- Oversee inventory and maintenance of program tools, gear, and equipment at location and assist logistics staff with tracking program inventory

Project Development and Training

- Assist the program staff to develop and implement training including technical trails, chainsaw, herbicide application, medical, leadership, and facilitation skills
- Work with Project Partners to create hitch details and project specifications
- Manage diverse conservation projects from planning to completion
- Develop and maintain partnerships and standing with community and project partners, including tribal government agencies and non-profits

General Administration

- Manage multiple databases for recruitment, selection, onboarding, payroll, timesheets, and AmeriCorps information
- Manage and maintain accurate reporting of all necessary information and complete program reports including field site visits, recruiting notes, and accomplishments
- Assist Associate Director and Corps Director with end-of-year reporting, including gathering of project evaluations from partners and other data
- Work within an established program budget; manage credit cards, receipts, and financial reporting
- Work closely with administrative staff to ensure completion of paperwork tasks and AmeriCorps requirements to compliance standards
- Maintain an organized operational base in Albuquerque, NM. Assist directors to ensure health and safety compliance of workplace

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Coordinator is required to sit, stand, walk, speak, and hear. The Program Coordinator may be required to climb, balance, stoop, kneel, crouch, or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Program Coordinator may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Experienced skill level in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, fencing, herbicide application, backcountry travel with a strong emphasis placed on multiple years of previous trail construction and maintenance experience
- Excellent communication, accountability, leadership, mentoring, and facilitation skills
- Ability to work indoors and outdoors and camp for days or weeks at a time
- Strong conflict resolution and team building skills

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Trujillo

- Ability to teach, plan and facilitate trainings for the above skills
- Demonstrated good judgement and problem solving in emergency situations
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment
- Able to work independently and motivate others
- Computer literate (MS Word, Excel, and Outlook proficient) with the ability to work on lots of administrative tasks and in multiple programs
- Clean and insurable driver's record and valid driver's license
- Must be able to pass all Conservation Legacy's criminal history background checks
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Preferred Qualifications:

- Leadership experience with a youth conservation corps
- Demonstrated managerial experience.
- Familiarity with Office 365, SharePoint, Salesforce, or other relevant database management
- Relevant medical certification (WFR, WFA, WEMT, or OEC)

To Apply: Please send a resume and cover letter to Kyle Trujillo at ktrujillo@conservationlegacy.org. Subject line in the email must include the word "Applicant."

Cover Letter must include a response to the following prompt: ***Provide some examples of your experience in working effectively with diverse teams or a variety of populations, including those specific to the BIPOC community.***

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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.