

## 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:** Project Coordinator

**Reports to:** Hopi Senior Program Manager

**Salary:** \$18.00 per hour

**Start/End Date:** February – November 18th

**Location:** Kykotsmovi AZ

**Status:** *Seasonal, Exempt*

**Benefit Eligible:** Health, Paid Time Off *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. AL's crews are supported from operational bases in Acoma Pueblo, Albuquerque, Zuni Pueblo, Gallup, and Kykotsmovi (Hopi).

### **Project and Position Summary:**

The Ancestral Lands Hopi Firewood Project was initiated in 2020 as part of COVID-19 response. The closure of the Navajo Generating Station and subsequent stop in production of coal, the primary heating source for the Hopi community, impacted the Hopi community heavily this winter. The closure of NGS, compounded with the COVID-19 pandemic created harsh conditions for Hopi's vulnerable groups such as the elderly. Preparation for the wintertime was critical as the community continues to deal with the ongoing pandemic and travel being restricted. A partnership of Non-profits consisting of Ancestral Lands Hopi, The National Forest Foundation, with technical support from the Hopi Foundation was formed. The partnership was created to pilot solutions to help address the immediate need by removing barriers such as transportation, access to equipment, large supplies of material, and technically trained chainsaw crews.

The Ancestral Lands Hopi Program is also beginning to develop a technical trails program in 2022 where we will have a heavy emphasis on trail maintenance, repair, and development. The Hopi crews will be working locally to repair and maintain local trails as well as with off reservation partners. The Hopi office hopes to expand trail projects in 2023.

Strong communication, organization, and facilitation skills are needed. There will also be opportunities to work directly alongside crews to achieve project goals and gain experience.

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The Hopi Firewood Project coordinator will primarily be responsible for management and coordination of scheduling, logistics, and coordination for both the Firewood project and the trails project. This position will primarily be administrative in nature, therefore strong communication, organization, and facilitation skills are needed. There will also be opportunities to work directly alongside crews to achieve project goals and gain experience.

## **Essential Responsibilities and Functions:**

### **1. Firewood Project Coordination, Support, and scheduling**

The Hopi Project coordinator will primarily be responsible for management and coordination of scheduling, and logistics, with villages, organizations and individuals on the Firewood Project. This includes identifying village firewood needs as well as developing a database to collect demographic information needed for grant/planning purposes.

### **2. Project Request Form Coordination, Support, and scheduling**

The Project Coordinator will also work with villages to submit Project Request forms for proposed trail work or other village identified priority projects. The Project Coordinator will assist in development of our trails program by guiding villages and organizations through the Project Request Form as well as developing the implementation plan for projects.

### **3. Administrative Support**

The Project Coordinator will answer any questions regarding projects from the community and work with partners on any questions or concerns regarding the project. The Project Coordinator will assist the program staff with various administrative tasks regarding the coordination of crews and create a system to collect data on the firewood project including but not limited to: total number of villages/members served, number of cords processed, estimated number of cords needed per family, etc. The Project Coordinator will also be working to identify needs, capacity, and potential implementation of trails projects on Hopi.

## Other Duties

- 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 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 1 year 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 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.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- 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.
- 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 Hopi youth and local community project work.
- Experience and desire in working with youth and young adults.
- Proficient in computer programs, databases, other technology.

**To Apply:** Please contact the **Ancestral Lands Hopi Senior Program Manager - Marshall Masayesva** at [marshall@conservationlegacy.org](mailto:marshall@conservationlegacy.org) Please provide a resume as well as a cover letter answering the following question: **Please provide us with your previous experience in project coordination as well as your experience working with youth/young adults.** Subject line in this email must include "Applicant". You will be provided a link to the application site.

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.