

# 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:** Wood For Life Project Coordinator (Coconino)

**Starting Salary Range** The starting salary range for this position will be \$47,700-\$49,100 dependent on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Flagstaff, AZ

**Status:** Full-Time/Exempt

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

**Reports to:** Wood For Life Project Director

**Posting Period:** Position open until filled. Applications submitted before **8/9/24** will be given priority.

## ***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 crews are supported from operational bases in Acoma Pueblo, Albuquerque, Zuni Pueblo, Gallup, and Kykotsmovi (Hopi), and operates an Individual Placement program that serves the Region and Nation.

## **Operations Overview**

The Ancestral Lands Conservation Corps is a partner of the Wood For Life Initiative "WFL" comprised of the USFS, National Forest Foundation, as well as many other nonprofits, villages, chapters, and individuals with a focus on providing fuelwood to the local Indigenous communities. The ALCC WFL Project fields youth and young adult chainsaw crews from the Arizona and Ancestral Lands Conservation Corps. The focus of the ALCC WFL project is to provide fuelwood, mulch, and Post/Pole for traditional building purposes to the Indigenous communities affected by the closure of the Navajo Generating Station. We work with the USFS on identifying priority areas around the city of Flagstaff set for fire mitigation and is an ideal location for an operations base for firewood/other wood material distributions. The Chainsaw hand thinning crews work in tandem with other processing equipment to haul material to landing areas and then scheduled for distribution. This is a large-scale operation where there can be anywhere from 25 -35 people on site needing coordination and oversight.

## **Position Summary:**

The Project Coordinators primary responsibilities are to assure effective safety, management and mobilization of “Wood for Life” Crews. This includes supervision, delegation of tasks, management of risk, quality of standards, and expectations with the participating conservation crews and partners. The Project Coordinator will work with staff and crews to maintain, repair, and operate the equipment issued to crews including but not limited to: Chainsaws, Wood Splitters/chippers, ATV’s, Log Arches, large capacity trailers, vehicles, and other equipment issued to support the project. The Project Coordinator will be responsible for working/coordinating with our partners consisting of the National Forest Foundation’s forestry team, United States Forest Service employees to ensure project success. This includes meeting project specifications and report out on project progress and success. The Project Coordinator will communicate regularly with the project staff and partners on status of inventory, recommendations on scheduling of distributions, and status of crews. The Project Coordinator will be responsible for various administrative tasks including but not limited to: Documentation of reporting requirements, keeping within the allocated budget, keeping track of various grant purchases, and assisting crews with written project accomplishments.

## **Program Oversight Coordination, and Support**

- Provide oversight of the coordination, and logistics of the ALCC WFL operation.
- Provide technical expertise, guidance, support, and identify positive working solutions to crew management issues in the field.
- Maintain relationships with the WFL project partners consisting of the USFS, National Forest Foundation, Hopi Villages, Navajo Chapters, and other affiliated groups.
- Ensure project quality and production by providing technical assistance and accountability of crew leaders in the field.
- Model, exemplify, and enforce risk management procedures to maintain a safe working environment.
- Work closely with the Project Director to identify, schedule, and resolve any maintenance issues with program equipment.
- Work Closely with the Project Director and Communications Coordinator to facilitate safe and organized distribution events.
- Enforce all ALCC Policies and Procedures.
- Respond to crew emergency situations.

## **General Administration**

- Work within the established program budget and report/record purchases to the Project Director.
- Complete regular program paperwork, including project and grant reporting within established deadlines.
- Ensure crews and interns complete and enter project-related data into systems such as project outcomes, deliverables, and evaluations.

## **Staff Development and Training**

Jan/2024

Masayesva

- Work with the ALCC staff to develop and implement Crew Leader and Corpsmember Trainings and Orientations.
- Work closely with staff and partners to provide development opportunities for the crews.

### **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 within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other “Hats” You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

### **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.*

### **Qualifications:**

- 3 years of experience in youth and young adult development or conservation corps field.
- 3 years of experience in project and safety management.
- 2 or more years' experience supervising others in a professional work environment.
- Strong verbal and written communication skills.
- Familiar operating chainsaws, large capacity trailers, and small engines.
- 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 successfully work in a fluid, changing work environment.

**Preferred Qualifications:**

- Minimum 2 years technical experience in some or all of the following areas: Youth programming, chainsaw operations and safety, Wilderness First Aid, experience with large capacity trailers, and ATV operations.

**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 Marshall Masayesva at [marshall@conservationlegacy.org](mailto:marshall@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 in managing complex projects with personnel under your supervision. Please describe your leadership and management style.***

*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. 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.*

*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.*