

Staff Position Description

Title: Field Supervisor – Conservation Corps New Mexico

Starting Salary: \$800 - \$815 per week DOE

Location: Las Cruces, NM; not remote eligible

Status: Full-Time, Exempt, Seasonal

Service Dates: April 29, 2024 to December 31, 2024

Benefit Eligible: Health, Vision, Dental, Paid Time Off *per Personnel Policies*

Reports to: Crew Program Coordinator

Organizational Summary:

Conservation Legacy is a nationwide non-profit organization. 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.

Conservation Corps New Mexico (CCNM) is based in Las Cruces, NM and operates conservation service programs across New Mexico that empower individuals to positively impact their lives, their communities, and the environment. CCNM is focused on connecting youth, young adults, and protected military veterans with conservation service work projects on public lands.

Position Summary:

The Field Supervisor's primary responsibilities are training, supervising, supporting, and mentoring seasonal field staff including Crew Leaders and AmeriCorps Members; assisting with recruitment and selection of members and leaders; providing technical support to crews in the field; scouting projects and building relationships with on-the-ground partners; ensuring CCNM programming, policies, and procedures are implemented effectively in the field. The primary focus for this position is supporting crews and projects based out of the Las Cruces office. Both field work and office work are required in this position, with frequent and prolonged trips to the field. The ability to work a flexible schedule is critical and expected.

Outcomes & Functions of Position:

Staff Support:

- Work in collaboration with the CCNM Crew Program Staff to recruit, hire, train, mentor, evaluate, supervise, and support Crew Leaders and AmeriCorps Members.
- Work with fellow staff members on pressing projects when appropriate, including recruitment efforts and logistics tasks.

Program Support:

- Maintain a staff presence in the field, including frequent overnight stays.
- Build and maintain strong working relationships with a diverse array of land managers.
- Coordinate and schedule crew projects with project partners.

- Determine and develop project expectations and specifications, working with project partners.
- Communicate work plans to Crew Leaders, ensuring they are prepared and knowledgeable of projects prior to implementation.
- Provide technical and logistical support to all crews.
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Collect data from crews on a frequent basis. Maintain and organize multiple information systems and databases.
- Produce high quality reports for external project and community partners as well as internal audiences.
- Assist Logistics Coordinator to ensure shop, fleet, and equipment are stocked, maintained and crews' logistical needs are met.

Other Duties:

- Assist with a wide variety of in-house trainings, such as trainings on leadership, chainsaw operations, trail work, driving, Leave No Trace, and orientation for incoming members. The Field Supervisor may also be involved with other on-the-job trainings such as advanced felling, fence construction and maintenance, rigging, and historic preservation.
- Participate in program promotional activities including recruitment events.
- Serve as a responder to field emergencies.
- Assist with other general duties as needed or assigned by supervisor.

Organizational Advocacy

- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities CCNM serves.
- 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:

- Preferred minimum of 1 year supervising others in the work environment.
- Preferred minimum of 1 year in a Conservation Corps program.
- The ability to travel frequently and camp in remote environments with minimal support.
- Experience with crew leadership; trail layout, design, construction, and maintenance; range projects including fencing and invasive species.
- Current Wilderness First Responder certification, or ability to acquire certification within first 3 months of employment.
- 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.

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 Val Herrera at vherrera@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. 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.