

Staff Position Description

Title: Crew Program Director – Conservation Corps New Mexico

Starting Salary Range: The starting salary range for this position will be in the \$71,900 To \$74,057 range, depending 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: Las Cruces, NM – Not remote eligible

Status: Full-Time, Exempt

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

Reports to: 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.

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 military veterans with conservation service work projects on public lands.

Position Summary:

The Program Director is responsible for the overall operations of CCNM's crew programming, specifically ensuring that the crew program operates efficiently, effectively, and with the greatest positive impact possible for our participants and partners. This person will be responsible for supervising a team of staff who work to support our crews and projects and is expected to learn all staff's job responsibilities and step in to help as needed.

Duties include but are not limited to ensuring compliance with all Conservation Legacy and CCNM policies, safe crew operations, successful completion of work project, quality customer service to partners, and an impactful experience for all participants. The Program Director must develop and maintain a good working relationship with staff, major funding sources, community representatives, project partners, participants, and Crew Leaders.

Outcomes & Functions of Position:

Staff Supervision

- Recruit, hire, train, supervise, and evaluate all crew staff positions including Program Coordinators, Logistics Staff, Recruitment and Enrollment Staff, Field Supervisors, and Crew leaders.
- Promote an efficient, collaborative, inclusive, and effective working environment, including providing regular check-in with staff to receive feedback.
- Provide direction and oversight to program staff to recruit and select AmeriCorps Members and Crew Leaders including developing recruitment and outreach strategies.
- Work with program staff to coordinate distribution of responsibilities, and step in as necessary to cover staff responsibilities when a staff member is unavailable.

Program Administration

- Plan and oversee the implementation of all aspects of CCNM crew programming.
- Ensure compliance with all Conservation Legacy and CCNM policies and procedures; ensure risk management practices are effective and observed.
- Develop and manage crew program schedule including partner outreach, agreement management, crew hiring, and project distribution; ensure the crew schedule reflects the crew budget.
- Work with the Corps Director to develop and manage the crew budget, including maintaining fiscally responsible purchasing among staff and Crew Leaders.
- Develop and maintain a positive relationship with project partners, funders, grantors, and community members.
- Develop, oversee, and manage project agreements and grants to ensure timely completion of project work.
- Ensure partner satisfaction through regular communication and collection of evaluations and feedback.

Program Development

- Serve as part of the CCNM development team focused on building new and improving existing partnerships and reviewing and pursuing new opportunities for the program.
- Enhance quality of existing programs by reviewing and analyzing data and feedback and collaborating with CCNM staff to make program improvements.
- Oversee the development and implementation of new programs that fulfill CCNM's mission and needs. This included developing program models, assessing capacity needs, and advocating for resources for these programs to be successful.
- Assist with grant proposals, fundraising initiatives, and partner development to sustain the CCNM crew program.

Training & Field Support

- Design, implement, and regularly review training curriculum for all crew training including Leadership Training, orientation, skills training (trail, chainsaw, crosscut, herbicide, rigging, fencing, etc.), Wilderness First Aid, and other training.
- Maintain a presence in the field for seasonal crew training to ensure quality and consistency.
- Visit the field as needed for technical and programmatic assistance, including overnight stays.
- Ensure staff maintain relevant certifications such as pesticide applicator, chainsaw and crosscut, and Wilderness First Responder.

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.

Updated 09/2023

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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:

- Minimum of three years experience in youth development or conservation field.
- Strong technical skill level of trail construction & maintenance, crosscut operations, backcountry travel and risk management. Additional preferred skills of chainsaw operations, fire fuels reduction, trail design, rigging, fence construction and maintenance, disaster relief services, and/or herbicide application.
- Year-round supervisory experience, preferred minimum of three years.
- Wilderness First Responder certification or higher, or willingness to obtain certification within 3 months of hire and demonstrated good judgement and problem solving in emergency situations.
- 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.