

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: Individual Placement Program Coordinator

Date: April 15, 2021

Reports to: Individual Placement Program Director

Starting Salary: B (\$35k-\$43k DOE)

Location: Las Cruces, NM preferred, remote within NM negotiable

Status: Full-Time, Exempt

Benefit Eligible: Full per Personnel Policies

Program Summary:

Conservation Corps New Mexico (CCNM) is based in Las Cruces, NM and operates conservation service programs across southern New Mexico that empower individuals to positively impact their lives, their communities and the environment. CCNM, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. CCNM is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands. For more information about Conservation Corps New Mexico, please visit www.corpsnm.org.

Position Summary:

The Individual Placement (IP) Program Coordinator works closely with the IP Program Director on CCNM's Individual Placement Program. Responsibilities include recruiting for IP positions, outreach efforts, conducting interviews, selecting IP program members, and working through the onboarding process with incoming members. This position will work closely with federal, state, and local partners through the placement and support of CCNM IP members during their terms of service. This position interacts with other Conservation Legacy and Arizona Conservation Corps staff on admissions processes, member tracking, and other areas of administrative support.

The CCNM Individual Placement program provides opportunities for roughly 80 members annually to serve directly with partner organizations. IP projects vary widely – examples include recreation access, GIS and mapping, monitoring and compliance, interpretation, and botany.

Essential Responsibilities and Functions:

Admissions:

- Post Individual Placement positions on social media, job recruitment web sites, and circulate within appropriate professional and academic circles
- Review application materials, schedule and conduct interviews
- Assist with orienting members to CCNM's culture, processes, and policies
- Collect, compile and process all required intake and enrollment materials
- Monitor member start and end dates for proper enrollment and exit paperwork, suspend members, and reinstate them as needed

Program Support and Administration:

- Collect and compile information for AmeriCorps, agencies, and other reporting needs
- Maintain member files, ensuring that all items are completed correctly and on time
- Provide ongoing support for all members including the development and implementation of orientation and training opportunities
- Assist with administrative tasks such as travel reimbursements for members, collection of receipts, and tracking of expenses
- Plan and provide career development opportunities including resume writing workshops and networking events with federal, state, and local land management agencies
- Provide post-AmeriCorps workshops, instructing members on ways to use Segal Education Awards and the PLC Hiring Authority as appropriate
- Conduct site visits to ensure program quality as time and schedules allow
- Work a flexible schedule, including some nights and weekends

Other Duties:

- Participate in career fairs and other recruitment events
- Participate in weekly staff meetings and other meetings as appropriate
- Participate in organizational-wide IP efforts and working groups
- Assist with other general duties as needed or assigned by supervisor
- 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.

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 and physical ability to walk, climb, balance, stoop, kneel, crouch or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.

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 managing administrative systems and/or program recruitment in non-profit or similar organizations.
- Excellent internal and external communication skills, both verbal and written
- Outstanding organization and time management skills
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database
- Self-motivated, decisive, and able to work independently.
- High school diploma or GED

- 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.
- 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.

Preferred Qualifications:

- Previous experience with a conservation corps program, youth service organization, or AmeriCorps program
- BA/BS degree from a four-year accredited academic institution

To Apply: Send cover letter and resume directly to Marissa Strong, Individual Placement Program Director at mstrong@conservationlegacy.org Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***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. 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.