

Staff Position Description

Title: Logistics Coordinator – Conservation Corps New Mexico

Starting Salary Range: The starting salary range for this position will be in the \$21.63 to \$22.31 per hour 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, Non-Exempt, Hourly

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

Reports to: Crew Program 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 a program of Conservation Legacy based in Las Cruces, NM and operates conservation service programs across New Mexico and western Texas that empower individuals to positively impact their lives, their communities, and the environment. CCNM is focused on connecting youth, young adults, and recent era military veterans with conservation service work projects on public lands.

Position Summary:

The Logistics Coordinator's primary responsibility is logistical support for crew operations including management of equipment, tools, vehicles, and CCNM facilities. The Logistics Coordinator will support crews in the field as needed including occasional evening, overnight, and weekend work. A flexible schedule is required.

Outcomes & Functions of Position:

Program Logistics

- Manage and maintain an organized, clean, and efficient operations facility, including facility maintenance and repair.
- In conjunction with other program staff, supervise rig-ups and de-rigs for all field operations.
- Maintain, repair, inventory, and purchase tools, chainsaws, camp equipment, PPE, and other supplies related to field operations.
- Manage the purchasing, sales, repair, and preventative maintenance of fleet vehicles and trailers.
- Maintain and create organizational systems for logistical management.

Field Support and Risk Management

- Provide occasional field support to crews in various locations, camping overnight.
- Teach and enforce all CCNM and Conservation Legacy policies and procedures.
- Respond to crew emergency situations and evacuations, including last-minute travel and overnight stays.
- Participate in staff and crew trainings, both as a trainer and/or a trainee. Including, but not limited to trails, chainsaw, crosscut, fencing, rigging, herbicide, and leadership training.

Other Duties

- Participate in the recruitment and onboarding of crew members and leaders as needed.
- Participate in program promotional activities including recruitment events.
- Work with the Program Director to establish and work within the program budget.
- Manage credit card, petty cash, and other expenses related to program operations.
- Foster a collaborative approach to communication and operations with the crew operations team.

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:

- Preferred experience working with a conservation-based program and/or AmeriCorps program.
- Preferred experience with any, some, or all of the following: trail construction & maintenance, chainsaw operations & maintenance, crosscut work, herbicide use, hand tool maintenance, and facilities maintenance.
- Great organizational and problem-solving skills.
- Ability to carry out assigned work independently or with minimal supervision, while also functioning in a team environment and seeking assistance when needed.

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- Desire to work with youth, young adults, and military veterans.
- Current Wilderness First Responder certification, or willingness to acquire certification within 3 months of hire.
- 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.