

Staff Position Description

Title: Program Coordinator – Conservation Corps New Mexico

Starting Salary Range: Grade B, range \$35,568-\$43,000

Location: Las Cruces, NM. Not remote eligible

Status: Full-Time, Exempt

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

Reports to: Program Director

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

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 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.

Position Summary:

The Conservation Corps New Mexico Program Coordinator's primary responsibilities are recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders, Assistant Crew Leaders, and crew members; supporting and maintaining partnerships through partner coordination, project development, site scouting, project management, and reporting; overseeing and maintaining consistent quality control, risk management, data quality, and program integrity.

Outcomes & Functions of Position:

Staff Support and Supervision

- Work in collaboration with the Program Director and other CCNM staff to recruit, hire, train, mentor, evaluate, supervise, and support local field staff, crew leaders and members.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.
- Work in collaboration with the Administrative, Recruitment and Management Teams to ensure all systems and paperwork is processed in a timely manner.
- Promote 'esprit de corps' within crews and staff.
- Communicate clearly with Conservation Legacy staff and supervisors.

Project Support

- Build and maintain strong working relationships with a diverse array of land managers.
- Determine and develop project expectations and specifications, working with project partners.
- Communicate work plans to Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation.
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Maintain a staff presence in the field, including frequent overnight stays.
- Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases.
- Communicate with and assist the logistics staff to ensure the shop, fleet, equipment, and other practical crew needs are met.
- Serve as a responder to CCNM field emergencies, including being “on-call” for after-hours support.
- Assist with a wide variety of in-house trainings such as trainings on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace, as well as a weeklong orientation for incoming Corps members. The Program Coordinator may also be involved with other on-the-job trainings such as advanced felling, rock work, fence construction and maintenance, rigging, and historic preservation.

Other Duties

- Conduct member recruitment tasks including community outreach, member outreach, interviews, and selection.
- Assist with logistics tasks including maintaining crew supplies, assisting with fleet management, and repairing hand and power tools.
- Participate in program promotional activities such as volunteer events, and representation at conferences.
- Assist with other general duties as needed or assigned by supervisor.
- Successfully engage, lead, and support an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Lead and/or participate in organizational-wide teams, projects and initiatives that support the work of the Strategic Plan goals.
- Fill in as needed to support crews in the field.

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

May 2022

M. Norris

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:

- Minimum of two years of experience in youth development or corps field.
- 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.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- 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 carry out assigned work independently or with minimal supervision.

Other Competencies Desired for this Position's Success:

- Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.
- Technical competence and experience in dry stone masonry, full bench trail construction, trail maintenance, fence construction and maintenance, crosscut saw operation and maintenance, chainsaw operations for riparian restoration and fuel reduction.
- Ability to mentor young adults working in remote outdoors settings performing arduous physical labor.

To Apply:

1. Send Cover letter and resume to Michelle Norris at mnorris@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. All qualified applicants will receive consideration for employment without

regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.