

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: Program Coordinator

Date: 4/29/2021

Reports to: Program Manager

Starting Salary: Salary Grade B+, range \$35,568.00 – 43,000

Location: Las Cruces, NM

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.

Position Summary:

The 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.

Essential Responsibilities and Functions:

Staff Support and Supervision

- Work in collaboration with the Program Manager and other CCNM staff to recruit, hire, train, mentor, evaluate, supervise, and support local 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.

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. This position will require periodic overnight travel, non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to have the ability to sit, stand, walk, speak and hear. This position will be required to climb, balance, stoop, kneel, crouch and use tools/equipment on a frequent basis. Ability to safely drive an organizational vehicle is also required.

Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions. 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 two years of experience in youth development or corps field.
- 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.
- The ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver’s License and Insurable Driving Record

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Michelle Norris

- Must be able to pass the organization's criminal history check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and members

Preferred Qualifications:

- 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.
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Proficiency with office equipment and software including Microsoft Office and database management; ability to manage data in an organized, consistent, and timely manner
- Ability to pass Conservation Legacy's Criminal History Checks.
- Must hold a valid driver's license and have an insurable driving record.

To Apply: Send Cover letter and resume to Allison Laramée at allison@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 working effectively with diverse communities, including those specific to the BIPOC community & 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.