

Staff Position Description

Title: Preservation and Trades Program Manager

Starting Salary Range: Grade C: salary range \$40,000-\$50,000

Location: Frederick MD; part time remote

Status: Full-Time, Non-/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.

Position Summary:

The Preservation & Trades Program Manager is a member of the Stewards Individual Placements Program and is responsible for general operations, member management, community partnerships, and emerging opportunities associated with the National Parks Service Historic Preservation Training Center and emerging Maryland corps programming. This position also supports a portfolio of NPS VISTAs and AmeriCorps Members. This position connects the work of the HPTC program to community contacts, will support project mentors and/or dynamic park leads in onboarding and supporting their Stewards HPTC Apprentices; will assist the Corps Director in agreement management and tracking; will support and organize community outreach events, and will support important wrap around services to the members serving under the HPTC partnership. This position will also support the work of Preservation Maryland's "Campaign for Historic Trades" initiative through working with the organization's recruitment goals and other strategies as outlined in the partnership. Further, this position will engage with the Corps Director for the Appalachian Conservation Corps, and/or other Conservation Legacy Corps to develop Corps program models with an emphasis on Historic Preservation and the trades skills

Outcomes & Functions of Position:

Leadership and Program Management

- Leads high-quality of programming for positive member experiences and exceptional partner and program accomplishments,
- Train, support and supervise assigned program coordinators that ensures their delivery of high-level customer service.
- Create and implement successful recruitment plan to fill positions.
- Ensure compliance with compliance with AmeriCorps, Conservation Legacy, National Park Service.

- Develops workplan with Preservation Maryland for recruitment strategies and assists where needed.

Member and Site Support

- Foster an environment of inclusion for all members through onboarding, member support, on-going feedback, and training opportunities and exiting.
- Continue development of and ensure member engagement strategies are being utilized with all members.
- Engages in the Member training experience; developing and delivering support with PLC hiring authority, federal resume writing, arranges travel needs and manages reimbursements
- Provides contacts and support for housing in the Frederick area and other site locations as needed.
- Supports Program Director in reviewing agreements and site applications and position descriptions to ensure compliance and accuracy between agency partners and agreement scope of work.

Development and Community Engagement

- Operate as a consistent spokesperson and promoter for preservation, trades, and corps programming, both internally and externally.
- Cultivates and manages emerging Maryland project partners and supporters.
- Supports the work of Preservation Maryland in establishing a Trades Corps model
- Support local and partner external communication objectives, including marketing, press, branding, and social media.
- Organize and/or attend community events in support of trades and preservation.

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.

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A.EBadtke

Qualifications:

- 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.
- Bachelor’s Degree in Preservation desired, or three years of related experience.
- Experience working in Maintenance teams, preservation teams, or conservation corps desired.

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 Name at april@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.

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