

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: Administrative Manager, Stewards Individual Placements

Date: December 2021

Reports to: Program Director

Starting Salary: Grade C (\$40,000-\$50,000)

Remote Eligible: This position is eligible for either part-time remote or full-time remote work

Status: Full-Time, Exempt

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

Program Summary:

The Stewards Individual Placements Program (Stewards), a program of Conservation Legacy, places individuals in internships across the nation. The internship projects focus on building capacity, improving access to natural resources, developing, and supporting innovative solutions, creating opportunities for service and economic development, and empowering leaders. Steward's partners with federal agencies such as the National Park Service, US Forest Service, and Bureau of Indian Affairs along with multiple state and local governments and nonprofits.

Position Summary:

The Administrative Manager will interact with all programs within Conservation Legacy to manage the onboarding tasks for incoming Stewards interns. This position works with all programs but interacts primarily with Stewards Regional office staff, overseeing the work of Enrollment Coordinators, and has the occasional interaction with Central Office Admissions Staff. The Administrative Manager ensures all assigned positions are successfully onboarded before their term starts and that onboarding tasks are completed in the most efficient way while also meeting organization compliance measures. This position is responsible for the supervision training of Enrollment Coordinators. The Administrative Manager also tracks and maintains compliance with AmeriCorps policies and procedures, and both Stewards and Conservation Legacy initiatives.

Essential Responsibilities and Functions:

General Administration

- Manage and lead the format, workflow, reports and views creation and content of Sales Force in relation to administrative oversight, occasionally communicating with software tech support staff.
- Ensure the process of collecting upcoming intern documents complies with internal checks and balances.

- Develop hiring and exiting systems with Program Directors to ensure all intern files are accurate and compliant with federal, state and AmeriCorps requirements.
- Ensure that the program follows the Corporation for National and Community Service and Conservation Legacy Compliance requirements/expectations for both AmeriCorps and AmeriCorps VISTA project sites.
- Lead involvement in onboarding systems (i.e. Fieldprint, Truescreen, Silk Road Onboarding, etc.) and communicate with appropriate Conservation Legacy staff
- Serve as the primary manager for Fieldprint, Egencia, and Truescreen accounts
- Assist Directors with other administrative responsibilities; including, but not limited to, participant outreach, adding new starts to payroll, submitting reports, internal staff communication and training.

Intern Support

- Oversee Salesforce intern information through fact oversight/management.
- Provide support and oversight regarding required onboarding tasks and ensure that processes are correctly completed within deadlines.
- Work with appropriate program staff to develop and lead processes to track uniform needs and ordering; initiate the mailing of Welcome Packets.
- Improve and maintain process for maintenance of intern files.
- Assist Enrollment Coordinators in answering general upcoming intern questions and act as lead on questions regarding AmeriCorps and Conservation Legacy compliance.
- Oversee management of health care enrollments and exits and act as lead contact for system management.
- Work with Program Directors to ensure AmeriCorps slots are properly tracked.

Program Reporting and Staff Training

- Hire, Train, and oversee Enrollment Coordinators to ensure excellent customer service to program participants.
- Develop and improve processes including but not limited to onboarding processes, data tracking and entry, quantitative and qualitative reports, etc.
- Assist Program Directors with program reporting.
- Supervision of 4-5 Enrollment Coordinators.

Other Duties

- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Enter new interns into payroll system EVO (dependent on program practices).
- Lead and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Other administrative duties as assigned.

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

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E. Savely

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:

- 1 year experience in office administration, business management, human resources or related fields.
- 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.
- 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 and efficiently in a remote setting, 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.
- Proficiency with Microsoft Office programs and applications, or similar platforms.
- 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.

Preferred Qualifications:

- Exceptional organization and prioritization skills.
- 2-years of experience in an administrative role
- Demonstration of effectively staff management
- Interest in youth development, conservation or related industries
- Valid Driver's License and Insurable Driving Record

To Apply: Send Cover letter and resume to Emma Savely at emma@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 interns 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.