

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: Enrollment Coordinator

Reports to: Administrative Manager

Starting Salary: Group B, starting at \$17.10 per hour

Location: Eligible for remote work in the lower 48 states

Status: Full-Time, Non-Exempt

Benefit Eligible: Full benefits per personnel policies

Program Summary:

Stewards Individual Placements (Stewards), a program of Conservation Legacy, places individual placements across the nation in projects that build capacity, improve access to natural resources, develop and support innovative solutions, develop opportunities for service and economic development, and empower leaders. Stewards focuses on federal partners such as the National Park Service, US Forest Service, and Bureau of Indian Affairs along with state and local governments and nonprofits.

Position Summary:

The Enrollment Coordinator supports enrollment and onboarding of Individual Placement members within all Conservation Legacy programs nationwide: Ancestral Lands Conservation Corps, Appalachian Conservation Corps, Conservation Corps New Mexico, Conservation Corps North Carolina, Southeast Conservation Corps, Southwest Conservation Corps, and Stewards Individual Placements.

Working with identified program staff, the Enrollment Coordinator ensures all assigned positions are successfully recruited and onboarded before their term starts. The Enrollment Coordinator also ensures the members are oriented with program policy and procedures, supported during the term of service, and member engagement strategies are performed for the member through interactions with the program staff. This position also supports Corps in facilitating the necessary evaluations for member service terms and ensures members have a proper exit from the program.

Essential Responsibilities and Functions:

General Administration

- Provide high level customer service to potential applicants, current participants, alumni, partnering services, and internal staff.
- Assist with the format, workflow, and content of the Applicant Tracking System and On-Boarding Software; occasionally communicating with software tech support staff.
- Support a recruitment plan to successfully fill initiatives' positions as identified by the programs/partners.

- Ensure that details of applicant's documents are accurately achieved by complying with internal checks and balances.
- Ensure hiring and exiting systems are compliant with federal, state and AmeriCorps requirements.
- Ensure that the program meets the requirements outlined by the Corporation for National and Community Service and Conservation Legacy.
- Complete all federally required training as it relates to state and federal background checks and ensuring certification remains up to date.
- Communicate with National and Local IP program staff to ensure members have completed all onboarding tasks prior to their start date.
- Assist with other administrative responsibilities; including, but not limited to, participant outreach, internal staff communication and member training as assigned.

Member Support

- Ensure all member data is accurately recorded in Conservation Legacy systems.
- Manage each members' required onboarding tasks to ensure that deadlines correctly complete them.
- Maintain member files.
- Answer general member questions.
- Work with Administrative Manager to ensure member positions are properly tracked.
- Assist Coordinators/Directors in other member activities as needed, including timesheets, member accomplishment data collection, and program reports.

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.

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.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Willingness to communicate professionally through phone, email, and video calls
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Must be able to pass a criminal history background check.

Preferred Qualifications:

- Proficient in computer programs, especially Excel, databases, and other technology.
- Previous experience working in Salesforce.

- Experience with remote communication, where most coworkers and customers are in a multitude of locations across the county.
- *Passion/interest in/understanding for this industry – youth, conservation, etc?*
- Experience in an administrative role.
- *Organization and/or prioritization skills.*
- Bachelor's Degree preferred.
- Valid driver's license and an insurable driving record

To apply, send email with Cover Letter and Resume to Jessica Zukowski:

izukowski@conservationlegacy.org Subject of email **must** include the word "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 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. 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.