



**Title:** Stewards Summer Associate Coordinator -Temporary

**Date:** 3/18/2019

**Reports to:** VISTA Program Director

**Salary:** 2A: \$14-\$17 per hour

**Location:** Beckley WV

**Status:** Temporary (April/May – September/October) Full time 32-40 hrs/week, non-exempt

**Benefit Eligible:** none

**Summary:**

The VISTA Summer Associate Coordinator is responsible for reviewing, approving and recruiting 30 Summer Associate positions that will serve from June to August. The position should begin late April/early May in order to assist the sponsoring organizations in their placements needs. The Summer Associate Coordinator will provide orientation to all members and supervisors; generate midterm and final reports, conduct member check-in calls, distribute evaluations and exit all members successfully. The position will collect Memorandum of Understanding (MOUs) and will work with the business office in generating, sending and processing invoices. Upon completion of the 10 weeks of service from the SA Member, the coordinator will create a final programmatic report. **This position is planned to end September 15, 2019, yet, an official two week notice will be provided prior to the official end date.**

**Essential Responsibilities and Functions:**

- Conduct cold calls to generate interest in hosting a Summer Associate
- Assist in the application process for all applications
- Recruit all positions as assigned / awarded
- Conduct member and supervisor orientations
- Generate and track all MOUs and invoices
- Create midterm and final report templates and schedules
  - Read and evaluate all reports
- Exit all members with an interview
- Complete the project with an evaluation of the program and create a final report highlighting the projects.

**Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Summer Associate Coordinator is required to sit, stand, walk, speak and hear. The Summer Associate Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. S/he may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.



**Minimum Qualifications:**

- High School Diploma required;
- Ability to read, analyze and summarize reports;
- Comfortable with public speaking and managing projects and people from a distance;
- Flexibility, adaptability and capacity to work in a fluid, changing work environment;
- Valid driver's license and an insurable driving record;
- Proficient in computer programs, especially Excel, databases, and other technology;
- Must be able to pass Conservation Legacy's criminal history checks

**To Apply:** Send Cover letter and resume to Caroline Smith, Program Director by email: [caroline@conservationlegacy.org](mailto:caroline@conservationlegacy.org). This posting will remain open until filled, with preference given to applicants having applied by April 5, 2019