

# 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:** 1/12/2021

**Reports to:** Stewards West Corps Director

**Starting Salary:** Grade B (\$17.10 - \$20.67 per hour)

**Location:** Durango, CO preferred

**Status:** Full-Time, Non-Exempt

**Benefit Eligible:** Full

## Program Summary:

The Stewards Individual Placements Program (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 multiple state and local governments and nonprofits.

## Position Summary:

The Program Coordinator will be very involved in the planning and implementation of the Community Volunteer Ambassador (CVA) Equity Fellows Program. This is a new national cohort model with a focus on equity and inclusion of diverse populations. The Program Coordinator will develop best practices for this initiative, and work with other Stewards staff in adapting it to programming across all initiatives.

This position coordinates the Equity Fellows program by interacting with Durango office staff as well as newly selected members and their agency partners with the National Park Service. The Program Coordinator ensures all assigned positions are successfully recruited and on-boarded before their term starts. The Program Coordinator also ensures the members are oriented with program policy and procedures and supported during the term of service.

## Essential Responsibilities and Functions:

### General Administration:

- Carry out recruitment strategies to successfully fill positions.
- Provide high level customer service to potential applicants, current participants, alumni, partners, and internal staff.
- Utilize the applicant tracking system and on-boarding software; occasionally communicating with software tech support staff.
- Ensure that all incoming and serving member's documents are completed accurately and completely.
- Coordinate and Implement hiring and exiting systems with Program Manager and Directors to ensure all employee files are compliant with federal, state and AmeriCorps requirements.
- Assist Directors and Manager with other administrative responsibilities; including, but not limited to, participant outreach, internal staff communication and training.
- Ensure program is compliant with the Corporation for National and Community Service and Conservation Legacy requirements/expectations for both AmeriCorps and AmeriCorps VISTA project sites.

- Assist Program Manager with AmeriCorps tracking and delivery of bi-weekly member payroll.
- Track and administer professional development funds.
- Other administrative duties as assigned.

#### **Member and Partner Support:**

- Manage each members' required onboarding tasks to ensure that they are correctly completed within deadlines.
- Confirm that welcome packets and uniforms have been sent to member.
- Track uniform needs and ordering.
- Maintain member files.
- Answer general member questions.
- Work with Program Manager and Program Director to ensure AmeriCorps slots are properly tracked.
- Document workers compensation and liability claims.
- Assist in other member activities, not limited to timesheets, quantitative and qualitative reports, etc.

#### **Equity Fellows Additional Support Requirements:**

- Work closely with internal Conservation Legacy staff to ensure DEI policies and best practices are followed
- Serve as a member of either the Diversity Team or DEI Strategic Plan Committee
- Coordinate closely with Stewards Engagement Coordinator and Conservation Legacy Director of Diversity and Recruitment to develop meaningful professional development and training opportunities that go beyond those offered to current CVA cohort.
- Be an advocate and liaison to support for Equity Fellows CVA cohort's success as pilot program
- Attend regular meetings with CVA partner and regional stakeholders to implement program and gather feedback.

#### **Program Reporting**

- Assist Program Manager and Program Directors with cooperative agreement tracking and reporting.
- Work with the Program Manager and Program Director to collect, edit and package reports.

#### **Other Duties**

- 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.

#### **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak and hear. This position *may* be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. 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:**

- 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.

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Krista Rogers

- The ability to communicate effectively, 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.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable driving record.
- Must be able to pass the organization's criminal history background check requirements.

**Preferred Qualifications:**

- Excitement for program development.
- Previous experience in youth development/corps field or working with BIPOC communities.
- Familiarity with Microsoft Office programs and applications, or similar platforms.

**To Apply:** Send Cover letter and resume to Krista Rogers, Interim Corps Director at [krista@conservationlegacy.org](mailto:krista@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.*