



Title: Stewards Individual Placement- East Recruitment and Outreach Coordinator

Starting Salary Range: The starting salary range for this position will be in the range \$21.44 -\$22.07 hourly, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Beckley West Virginia, part-time remote eligible

Status: Full-Time, Exempt

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

Reports to: Program Director

Applicants should apply between January 19th and February 19th

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.

Program Summary:

Stewards Individual Placements (STE), a program of Conservation Legacy, places individuals 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 future conservation leaders. STE works alongside federal partners such as AmeriCorps, the National Park Service, and US Forest Service along with multiple state and local governments and nonprofits.

Position Summary:

The Stewards Individual Placement's Recruitment and Outreach Coordinator will grow and support our Diversity, Equity, Inclusion and Accessibility (DEIA) goals. The successful candidate will be responsible for identifying, building, and maintaining relationships with recruitment sources; recruiting and screening all Stewards applicants, and supporting program coordinators with their recruitment needs for their portfolios.

The Recruitment and Outreach Coordinator will work closely with the Corps Director to build and maintain local and regional relationships around recruitment and strengthen relationships with community partners. They will also work together in identifying outreach plans and executing them with the support of the Conservation Legacy

Communications team. Frequent travel is required for this position with some overnight travel related to recruitment and outreach.

Essential Accountabilities and Functions

Recruitment

- Develop and maintain job postings, job descriptions, applications, program flyers, and other recruitment-related materials that reflect current recruitment needs.
- Develop tracking processes and length of time the position is recruiting.
- Ensure all positions have a diverse applicant pool before releasing the interview and selection process for host sites.
- Develop, with the Team, a list of proper screening questions for all positions.
- Screen all applicants and identify those who meet the basic requirements for the position.
 - Conduct initial interviews with candidates.
 - Review portfolio applicants with team
- Maintain STE recruitment resource guide and set, evaluate, and adjust strategies to meet recruitment needs across the program.
- Provide recruitment support for staff positions as requested.
- Track recruitment platforms' efficacy and suggest and track improvements.
- Work to build or expand existing relationships and partnerships to develop recruitment pathways.
- Enhance STE visibility across the Eastern region and support outreach efforts in West Virginia, specifically Beckley.
- Promote STE as well as Conservation Legacy mission, programs, and achievements.
- Collaborate with the Conservation Legacy Recruitment Rendezvous group to improve and grow recruitment across programs.
- Work directly with Leadership staff to enhance STE recruitment process.
- Track quarterly demographics of starts and note any trends to STE staff.
- Track yearly trends on Quits/Terminations and note trends with the STE staff team.
- Assist with the implementation of member training as needed
- Support the Welcome email and packets for every member -tracking when the member packet is mailed and creating packets when time allows.

Outreach

- Develop and provide clear, concise, and audience-appropriate presentations for the public to recruit, inform, and inspire.
- Create flyers and other media/press needs for host sites, program leaders, and others to increase awareness and interest in our programs
- Develop relationships with community organizations and schools to increase and diversify member recruitment.

- Schedule and complete recruiting visits to schools, community partners, etc. to enhance STE relationships within the region.
- Identify and attend community events and meetings (as schedule permits) to increase and diversify the local member applicant pool.
- Attend in-person recruitment events within the Eastern as requested.
- Network and develop new contacts and forums for recruitment.
- Increase recruitment and outreach among targeted and diverse populations who would benefit from the program and who reflect the populations of the Southeast region.
- Develop virtual versions of outreach forums and related materials and presentations.
- Work with STE administrative Specialists to respond to general inquiries from the public promptly.
- Increase the size of the applicant pool for STE programs.
- Engage and manage Facebook Lead campaign prospects when campaigns are active and support candidates in applying for appropriate positions.
- Working with Conservation Legacy Communications Team and members from Stewards-West to maintain website and social media updates.

Organizational Advocacy

- Successfully engage, lead, and support an inclusive work environment for underrepresented populations within the organization and the communities we serve.
- Lead and/or participate 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.
- 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.

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.
- 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.
- Ability to travel.
- High School Diploma or GED required, a marketing/sales background is 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, resume, and a writing sample to Administrative Specialist Autumn Lilly at alilly@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.