

# Staff Position Description



**Title:** Stewards East Program Director

**Starting Salary Range:** \$ 48,909 - \$56,667

The annual starting salary range for this position will be in the \$48,909 to \$56,667 range, 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:** Hybrid remote in Beckley WV preferred location or the ability to commute at least two days a week (partial remote eligible, may work remotely up to 2.5 days per week). Fully remote within the Eastern region or near our Eastern program offices.

**Status:** Full-Time, Exempt

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

**Reports to:** Corps Director, Stewards East

## 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.

Stewards Individual Placements (SIP), 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. The Stewards program is supported by two main National Service programs: AmeriCorps VISTA and AmeriCorps State and National. Stewards Members work with multiple partners to create highly impactful national service projects that fulfill our mission.

## Position Summary:

Stewards Individual Placements (SIP), 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. The Stewards East Program Director is responsible for the management of all intern based program operations and all related functions to maintain program compliance. The Program Director will support established relationships with partners and assist

in the identification and establishment of new partnerships as assigned by the Corps Director. The Program Director will be responsible for establishing annual and quarterly goals for internal and external support, engagement, and growth. A key role of this position is to ensure success in all administrative tasks, stakeholder support, and compliance as set forth by Corps Director.

**Program Responsibilities:** Working with the Corps Director providing guidance on programmatic goals including budget support, partner support and member engagement. This position will need to set goals to secure member placements annually for the VISTA Program, OSMRE program, WV Ready, Youth Empowerment Stewards, and other singular projects.

**Outcomes & Functions of Position:** Success in this position will result in the continued support of the VISTA program and other innovative projects supported by Stewards East. The candidate will work to find and secure additional funding to support members in the field.

### **Category I – Leadership and Program Management**

- Supports Corps Director in reviewing agreements and site applications and position descriptions to ensure compliance and accuracy between agency partners and agreement scope of work.
- Supervise, train, and support assigned program manager(s) that ensures their delivery of high-level program management.
- Create and implement successful recruitment plan to fill positions.
- Ensure compliance with AmeriCorps, Conservation Legacy, National Park Service, OSMRE and other project partners.
- Develops workplan with recruitment team for recruitment strategies and assists where needed.
- Manages assigned agreements by implementing scope of work, tracks budget; prepares reports and supports the development of new budgets, task agreements and work as outlined in the task agreements.
- Develop alumni programming for Stewards members past and present to track their service experience and related job placements
- Reviews all Intern workplans and reviews tasks and ensures compliance within OSHA and workers compensation risk management practices; manages all workers compensation claims
  - Provides support to Program Managers and operations staff in recruitment planning, member and supervisor support, member, and supervisor evaluation steps, analyzing feedback, and instances of mediation
  - Conducts compliance checks to ensure that all member data is accurate, onboarding tasks are complete within the timeline, and all applicable benefits are offered to and secured for service members
- Lead and submit VISTA Support Grant (VSG) compliance, development of host sites, review site applications, and renewal reporting.
- Develop, with the Corps Director, standard operations manual and staff orientation that includes a channel on the Stewards Academy Team.
- Serves as a representative on Conservation Legacy's Logistics, Program Operations, and IP Leadership Teams.

## **Category II – Member and Site support**

- Working with the assigned Program Manager(s) to foster an environment of inclusion for all members through onboarding, member support, on-going feedback, and training opportunities and exiting members knowing / assisting them in their plans for after service.
  - Leads high-quality programming including member engagement and professional development for positive member experiences and exceptional partner and program accomplishments,
- Continue the development of and ensure member engagement strategies are being utilized with all members.
- Engages in the Member training experience; developing and delivering support with Public Land Corps hiring authority that is provided to members with specific guidelines, federal resume writing, arranges travel needs and manages reimbursements. Supports training asks from other project partners.
- Lead the identification, selection, and monitoring of training and professional development trends, evaluations, feedback, logistics, communications, platforms, and budgets for members.

## **Category III –Development and Community Engagement**

- Operate as a consistent spokesperson and promoter for national service, community service, and corps programming, both internally and externally.
- Maintains the longstanding relationship with Office of Surface Mining Reclamation and Enforcement
- Support local and partner external communication objectives, including marketing, press, branding, and social media.
- Organize and/or attend community events in support of corps programming, trades, and preservation
- Working with the Corps Directors to identify project partners, grants, and other sources of revenue to maintain and grow the VISTA Program.

## **Other Duties**

- Lead implementation of CL wide directives related to training and professional development
- Review and determine all opportunities for staff/members to present on organization, programming, and related topics, in consensus with Corps Director
- Identify and invite members/staff to participate in local, regional, and national conferences (presenter or participant)
- 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.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.
- Assists or leads 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:**

- Education: Bachelor’s Degree in Management preferred;
- Two to four years needed in corps or preservation trades programming, construction or archeology needed to understand the work being performed and/or tasked to Stewards/Conservation Legacy
- Demonstrated project management
- Budget development and management desired
- 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.

**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 and resume to Name at [april@conservationlegacy.org](mailto:april@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.*