

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: Training and Workforce Development Specialist, Stewards Individual Placements East-

Reports to: Program Director

Starting Salary: \$23.75 - \$24.46 hourly

The annual starting salary range for this position will be in the \$23.75 to \$24.46 hourly range, depending on experience, education, and relevant skills. 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: Remote within the Eastern / Central time zones.

Status: Full-Time, Non-Exempt

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

This position will remain open until filled, with preference given to applications received by **April 29, 2024**

Organizational Summary:

Conservation Legacy is a nationwide nonprofit. 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, water, thriving people, and resilient communities.

Program Summary:

Stewards Individual Placements, East (STE), 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:

This position works with Stewards Individual Placements to ensure members have a meaningful experience while serving within our programs. This position directly supports our member engagement strategy's professional development and training components. The position collaborates with program managers to identify goals for member training, professional development planning, and member orientations. The Training and Workforce Development Specialist manages the online/virtual training platforms and in-person sessions, trains staff in utilizing the platforms, and provides updates to the platforms and information contained there as needed. This position reports to the Stewards East Corps Director.

Essential Responsibilities and Functions:

General Administration

- Provide high-level customer service to potential applicants, current participants, partnering services, and internal staff.
- Updates and ensures that details of each member's orientation, during service, and exit documents are accurately achieved by complying with internal checks and balances.
- Assists Stewards leadership with administrative responsibilities, including participant outreach, internal staff communication, and training.
- Assists members in supporting their professional development experiences while in Service with Stewards.

Member and Partner Support:

- Work with Program Leadership to identify and deliver on the Strategic Plan and our operational goals as they align with the Member/Staff goal.
- The employee will research and identify outside resources to deliver members professional development and training opportunities. Manage virtual training and resources platforms; train staff in using the platform(s) and manage updates as required. Will serve as the point person for training platform changes, managing and sharing best practices, and working with others within Conservation Legacy's strategic goals focused on Member goals.
- The employee needs to have an understanding of how nonprofits work and develop a training around nonprofit leadership development for our VISTA Members.
- Working with Program Coordinators, review training plans for all individual placements (IP) and identify needs for each position; support program coordinators where needed
- Plan and implement VISTA member trainings each year:
 - manage the training preparation timeline and assign tasks to staff as needed.
 - Promote training opportunities for members and manage registration.
 - Review and connect with trainers/speakers and train them on any virtual platforms used.
 - Develop agenda with guidance of Program Managers, Program Director, and Corps Director, while using input from program coordinators
 - develop a manual for VISTA training including lesson plan templates, session suggestions, ice breakers and breakout sessions.
- Develop evaluations and communicate results for steward's directors and coordinators for review, suggest strategies for improvement and identify best practices for future training opportunities.
- Review and maintain member and supervisor orientations, keep updated and deliver orientations when needed; generate and maintain orientation resource materials to coordinators.
- Develop exit protocols for all members; collect and analyze exit surveys from members and share them with Stewards Leadership to identify successes and improvement areas; develop checklist and presentation for exit calls, training staff on the process; conduct exit interviews when needed
- Research and promote professional development opportunities as identified in training plans and goals worksheets for members and staff.
- Stay informed on current national service training needs, and trends in professional development in similar career paths and suggest changes in training/orientation/professional development as trends become apparent.

- Supporting Workforce Development trends that correlate to member 's experience and becomes part of our wrap-around support services. This includes resume review, scheduling career/job fairs for members quarterly (virtual).
- Develop a professional development series for all Stewards East members.
 - Identify trends, topics and presenters.
 - Develop outline and "lesson plans" for sessions.
 - Maintain and promote calendar of offerings.
 - Gather attendance data and provide feedback and review of offerings.

Compliance

- Ensure and schedule the review of member and supervisor handbooks; ensure they are updated annually; complete distribution of handbooks to members, supervisors, and partners.
- Review lesson plans and standardize as needed; develop a template and process for training offerings.
- Develop manual and handbook for member engagement and training. 4
- Ensure all members have obtained basic member engagement touchpoints and basic training requirements outlined in agreements and grants.
- Working with Program Coordinators and VISTA Leaders to review and maintain member welcome page.

Staff Training

- Assist Corps Director in reviewing program goals for staff training, understand staff individual training goals and identify opportunities for staff members to pursue
- Working with Conservation Legacy Central Office, identifying organizational training needs and goals around policy and procedures, DEI goals, and AmeriCorps Compliance, and ensure all staff have received all training and updates on changes as needed.
- Working with the Corps Director to update new staff orientations and quarterly training sessions for staff.

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.
- This position will be expected to attend the scheduled in person trainings (four annually), staff retreats (2), and Conservation Legacy travel as required for all staff (once a year). Other travel may be required. The candidate should expect about 25% of their time is traveling.

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 and physical ability to walk, climb, balance, stoop, kneel, crouch or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout

employment at Conservation Legacy.

Minimum Qualifications:

- Ability to hold others, in remote locations, accountable to expectations.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Must be able to pass Conservation Legacy's criminal history check requirements.

Preferred Qualifications:

- Understanding of workforce development needs/trends
- Understanding nonprofit leadership
- Large group facilitation skills
- Strong background in Customer Service.
- Demonstrated experience in leading classes, workshops and other training platforms
- Ability to plan, lead, and organize training sessions.
- Previous experience with a youth development/corps field, AmeriCorps or working with BIPOC communities.
- Proficient in computer programs, databases, and social media, including the Microsoft Office Suite and Salesforce.
- Exhibit a high level of emotional intelligence and interpersonal skills.
- 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.
- Ability to work behind a computer and in an office for the majority of their day/week.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Valid Driver's License and an insurable driving record.

To Apply:

- Send Cover letter & resume to **Autumn Lilly** at alilly@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 effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*
- ***Submission of lesson plans or training programs is encouraged.***

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. This program is available to all, regardless of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

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.

