



Title: Local Program Coordinator
Reports to: Associate Director
Salary: Salary Group 3 (\$32,000-\$36,000)
Location: Tucson, AZ
Status: Full Time, Exempt, Regular
Benefit Eligible: Full/

Date: 4/2/2018

Summary:

Arizona Conservation Corps:

The Arizona Conservation Corps (AZCC) is a program of Conservation Legacy, a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. AZCC provides youth and young adults opportunities to complete conservation projects on public lands throughout Arizona and surrounding states. AZCC runs local programs almost year round from multiple operational bases in the state, including Tucson, Flagstaff, Mesa, and Pinetop-Lakeside. Each year, Local crews supported out of Tucson complete roughly 100 weeks of fee-for-service projects engaging approximately 8 seasonal Crew Leaders or Assistants and 100 Corpsmembers. During peak season, 3-5 Local crews may be supported by staff based in Tucson at the same time.

Position Summary:

The Local Program Coordinator's primary responsibilities are: recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders, and Assistant Crew Leaders; supporting and maintaining partnerships through partner coordination, project development, and reporting; overseeing and maintaining consistent quality control, risk management, and program integrity. Both office and field work are required in this position and the ability to work a flexible schedule is critical.

Essential Responsibilities and Functions:

Staff Support

- Work in collaboration with the Associate Director to recruit, hire, train, mentor, evaluate, supervise, and support local staff and crew leaders.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.

Project Support

- Coordinate and schedule Local Crew activities and projects with a diverse array of land managers.
- Determine and develop project expectations and specifications, working with project partners. Communicate work plans to Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation.
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Maintain a staff presence in the field, including occasional overnight stays.

- Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases.
- Produce high quality reports for project and community partners.

Other Duties

- Assist the with a wide variety of in-house trainings such as trainings on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace, as well as a weeklong orientation for incoming Corps members. The Program Coordinator may also be involved with other on-the-job trainings such as advanced felling, fence construction and maintenance, rigging, and historic preservation.
- Assist the Recruitment and Member Support Team with administrative tasks, recruitment events, position outreach, developing community partners, and interviewing Local Program Corpsmembers
- Develop and participate in regularly scheduled educational activities specific to the Local program
- Assist Associate Director in partner outreach and program development
- Participate in program promotional activities.
- Serve as a responder to AZCC field emergencies, including being “on-call” for after-hours support.
- Assist with other general duties as needed or assigned by supervisor.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Local Program Coordinator is required to sit, stand, walk, speak and hear. The Local Program 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. The Local Program Coordinator 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.

Qualifications:

- Bachelor’s Degree in Environmental Science, Natural Resources, Forestry, or a related field OR prior experience working for a Conservation Corps, or AmeriCorps program – most preference given to applicants with experience working for a program within Conservation Legacy
- Two years minimum applied field experience in conservation or land management field work
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Technical competence and experience in dry stone masonry, full bench trail construction, chainsaw operations for riparian restoration and fuel reduction
- Proficiency with office equipment and software including Microsoft Office and database management; ability to manage data in an organized, consistent, and timely manner
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and members

To Apply: Send cover letter and resume to Lee Gault, Associate Director
(lgault@conservationlegacy.org)