

Staff Position Description

Title: Logistics Coordinator

Starting Salary The starting salary range for this position will be in the \$18.47 to \$21.39 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: Flagstaff, AZ

Status: Full-Time, Non-Exempt, Hourly

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

Reports to: Program Director

Program Summary:

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities, and the environment. AZCC has operational bases in Tucson and Flagstaff, AZ. AZCC, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults, and recent-era military veterans with conservation service work projects on public lands.

Position Summary:

The Logistics Coordinator's primary responsibility is to support crews with equipment, tools, and vehicles. The Logistics Coordinator will assist with field based trainings and may occasionally visit crews in the field to provide logistical support, and to teach field tool repair and maintenance. Evening, overnight and weekend work required on occasion. A flexible schedule is required.

Essential Responsibilities and Functions:

Program Logistics

- Manage and organize a clean and efficient operations center (the office and shop).
- In conjunction with Program Coordinators, supervise and manage de-rigs and re-supply for all crews and programs.
- Purchase and repair hand tools, chainsaws and forestry equipment, camp equipment, uniforms, and supplies as needed.
- Purchase supplies for new programs as they arise.
- Manage the repair and maintenance of the Flagstaff based fleet of vehicles and trailers and lead driver training for leaders as needed.
- Manage vehicle parking areas.
- Purchase supplies and equipment to maintain the shop.
- Maintain regular inventory of all equipment, tools, and uniforms.
- Maintain chainsaws and chainsaw parts inventory, perform basic chainsaw maintenance.
- Purchase supplies and equipment to maintain the office and the warehouse.
- Oversee and coordinate facility maintenance and repair.
- Coordinate logistics with other AZCC operations to ensure efficient resource utilization across the state.
- Maintain and create organizational systems for logistics management.

Field Support and Risk Management:

- Provide occasional logistical support to AZCC crews in various locations across Arizona.
- Respond to crew emergency situations, including last-minute travel and overnight stays.
- Participate in a weekly on-call system for crews in the field.
- Participate in staff trainings both as a trainer and/or trainee.
- Assist with the development and monitoring of risk management policies.

General Administration

- Work within the established program budget and report purchases to the Program Director.
- Manage credit card, petty cash, and other expenses related to program operations.
- Complete field site visit reports and any other necessary documentation.
- Meet regularly with the AZCC Logistics Team to go over program purchases, budget, and logistical needs across the state, and expenses.
- Interview and select crew members as needed.

Organizational Advocacy

- Successfully engage, lead and support an inclusive work environment for those of 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.
- Report any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assist or lead other responsibilities, as assigned.

Other Responsibilities You May Have: 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.
- Excellent organizational and problem-solving skills.
- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at AZCC.

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 Allison Laramée at allison@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. This program is available to all, without regard to 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.