



Title: Recruitment and Member Support Coordinator
Reports to: Recruitment and Member Support Director
Location: Flagstaff or Tucson, AZ

Start Date: April 2018
Salary: \$30,000 – 33,000 annual
Status: Full time, Exempt, Regular

Position Summary:

Provides general recruitment and outreach for operations Arizona Conservation Corps (AZCC) and Conservation Corps New Mexico (CCNM). Oversee member admission and member experience processes and procedures on a statewide level. Oversee member recruitment working with key staff to develop and implement recruitment practices, conduct interviews and hire Corpsmembers. The Recruitment and Member Support Director will supervise this position.

Arizona Conservation Corps

Arizona Conservation Corps (AZCC), a program of Conservation Legacy, operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC's crews are supported from operational bases in Tucson, Flagstaff, and the White Mountains and provide opportunities for young adults and recent era military veterans to complete natural resource management projects either as part of a crew or as an individual placement.

Conservation Corps New Mexico

Conservation Corps New Mexico (CCNM) provides youth and young adult opportunities to complete conservation projects on public lands in southern New Mexico and is based in Las Cruces. CCNM is operationally supported by Arizona Conservation Corps staff, primarily out of the Tucson office.

Essential Responsibilities and Functions:

Admissions

- Recruit, interview and hire for AmeriCorps positions by creating position descriptions and posting them electronically to job recruitment sites.
- Attend job fairs at regional colleges, high schools and career centers.
- Monitor and post updates in social media outlets
- Support and implement AZCC marketing strategies for recruitment as well as to increase brand awareness
- Schedule periodic Field Visits to document member experience via video, photographs and audio recordings.
- Manage stories and photos submitted by members in online databases.
- Monitor member start and end dates for proper enrollment and exit paperwork, suspend members and reinstate them as needed and monitor appropriate member evaluations.
- Order and process member criminal history checks.
- Track member hours throughout their service terms.
- Create, manage and archive member files both physically and electronically.
- Collect, monitor and analyze volunteer project accomplishments and member demographics for State and National quarterly grant reports and semi-annual Progress Reports.

Member Support

- Assist with Leadership and Corpsmember trainings and orientations as needed.
- Create and implement member service projects including AmeriCorps Week, National Trails Day and Make a Difference Day.
- Assist members in development of their own service projects.
- Plan and provide career development opportunities including resume writing workshops and networking events with federal, state and local land management agencies.
- Provide post-AmeriCorps workshops, instructing members on ways to use Segal Education Awards.
- Coordinate and execute member graduations.
- Communicate principles, practices, methods, and techniques relating to natural resource field work and community service activities
- Establish and maintain effective working relationships with employees, other agencies and the public
- Work a flexible schedule, including some nights and weekends and some travel

Physical Requirements:

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

Minimum Qualifications:

- Minimum of six months of experience in program recruitment and administration.
- Experience with customer service and data management.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand financial needs as they arise.
- Excellent written and verbal communication skills
- Valid driver's license and an insurable driving record.
- Proficient in Microsoft Office Suite.
- Must be able to pass a Conservation Legacy's criminal history checks.

Preferred Qualifications:

- Previous experience with a Corps or youth serving organization.
- Completed educational experience: Four year degree from an accredited academic institution.
- 1 or more years of experience in program recruitment and administration.
- Experience with Social Media and Marketing

To Apply: Send Cover letter and resume to Zoe Gordon, Recruitment and Member Support Director at zoe@conservationlegacy.org.

Review of application materials will begin as soon as they are received. Position will remain open until filled and is subject to closure without notice.