

# Staff Position Description

**Title:** Enrollment Coordinator

**Starting Salary Range:** The starting salary range for this position will be in the \$19.47 to \$20.05 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:** Tucson, AZ; Partially Remote Eligible

**Status:** Full-Time, Non-Exempt

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

**Reports to:** Administrative Director

## 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.

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 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 Enrollment Coordinator will be responsible for providing technical assistance and data quality support to the Recruitment and Enrollment Team, and for providing grant compliance and administration assistance to Central and Western Region Staff at Conservation Legacy. The Enrollment Coordinator collaborates with the Recruitment and Enrollment team to ensure that over 500 members annually are onboarded successfully.

## AmeriCorps and Enrollment Duties

- Manage the electronic onboarding process for members and crew leaders to ensure compliance with Conservation Legacy and AmeriCorps requirements.
- Assist with management of AmeriCorps grants, slot management, and compliance.
- Collect and compile member demographic and impact information for AmeriCorps, Conservation Legacy, and other reporting needs.
- Manage internal and external databases related to Seasonal Staff and AmeriCorps member terms of service.
- Continuously increase knowledge of National Service and AmeriCorps compliance by reviewing policy communication and by attending meetings, trainings and conferences.
- Ensure timely enrollment, tracking, and exiting of AmeriCorps participants.

- Collaborate with other Conservation Legacy programs to foster cross-program efficiencies.
- Conduct regular checks to ensure the data collected is complete and accurate.
- Work closely with teammates to compile monthly, quarterly, and semiannual progress reports.
- Coordinate AmeriCorps service days and projects as needed.
- Assist with other administrative duties as assigned.

### **Recruitment and Outreach**

- Conduct crew member interviews as needed.
- Assist with outreach (such as tabling at recruitment events) as needed.
- Assist with other recruitment and outreach activities as assigned.

### **Post Program and Education Assistance**

- Identify program outcomes and align with organizational strategic plan, goals, and tactics.
- Help coordinate with supervisor on workshops, employment, and educational opportunities during and after AmeriCorps terms of service.
- Monitor and compile reports on trainings, certifications, and other educational opportunities completed by AmeriCorps members during and after their terms of service.
- Create and maintain an alumni database.

### **Organizational Advocacy**

- 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 complaints 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:**

- 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 [celia@conservationlegacy.org](mailto:celia@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.*