



Title: Individual Placement Member Support Coordinator

Reports to: Individual Placement Program Director

Salary: Grade B \$17.10 – 20.67; non-exempt

Location: Remote – within Arizona

Status: Full Time, Seasonal non-exempt

Start Date: As soon as possible

End date: December 31, 2022, with the potential to become a permanent position

Benefits: 40 hours of PTO; accrued sick time (1 hour per 30 hours worked); Health Insurance if working 26 pay periods or longer (eligible on 1st of the month after 60 day waiting period).

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

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, 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.

The Individual Placement (IP) Program places individuals and small groups into conservation projects throughout the entire state of Arizona, providing opportunities for roughly 80 members annually to serve directly with partner organizations. IP projects vary widely with examples including recreational planning and permitting, Geographic Information System (GIS) mapping and monitoring, well as biological surveys and site interpretation projects.

Position Summary:

The Member Support Coordinator's primary responsibility is to support the AZCC IP participants throughout their term with personal and professional development, career, continuing education, and learning additional skills that will assist them in their success during and post program.

Acting as a mentor, the member support coordinator will also act as an advocate for the members, working to help improve the member experience, and aiding program operations and development. This role also may lead to the creation and implementation of program initiatives, as well as leading virtual and in person gatherings, and connecting members to outside AZCC training opportunities. A flexible schedule is a must. This position will start as a Full Time Seasonal position, with the potential to become a permanent position in 2023.

Essential Responsibilities and Functions:

Member Support

- Regularly interact with the members in weekly/biweekly check-ins
- Aid in developing goals for members, and a system for tracking progress
- Organize and host virtual & in person events with the aim of building AZCC affiliation and team moral.

- Motivate, direct, and connect members to professional development opportunities and support services related to the work and interests
- Compile participant feedback and document trends happening in the field
- Review member reports and program evaluations with Program staff
- Help to prepare members for next step after their service ends
- Track alumni postsecondary and employment status, and create a database of alumni information

Program Operations:

- Assist with the collection and organization of member onboarding information as needed
- Assists in new staff training
- Assists in the collection and tracking of program/project accomplishments
- Work with AZCC IP staff and Communications Team to collect, edit and package reports
- Alongside IP Director, annually review and analyze partner evaluations to identify program improvements
- Collaborate with assigned staff on special projects identified by Program Director & Corps Director
- Participate in regularly scheduled program calls with partners and staff
- Other duties as assigned

Supervisor and Partner Engagement:

- Conduct/participate in member and supervisor mediation with assistance of Program Director when needed
- Aid in improving the partner experience through the development of trainings and webinars for site supervisors

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.
- Reports any potential harassment or grievances within the organization as identified in the Personnel Policy Manual.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, at times inclusive of weekend and evening hours. To successfully perform essential functions the Member Support Coordinator is required to sit, stand, walk, speak and hear and may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer and reach with hands and arms and 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:

- Strong desire to mentor and work with individuals and small groups on personal and professional development goals in the field of Environmental Conservation.

- Detail-oriented and the ability to work independently as well as on part of various teams
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment
- The ability to communicate and collaborate effectively with all partners and staff in the organization, and to understand administrative needs as they arise
- Valid driver's license and an insurable driving record
- Proficient in computer programs, databases, and social media
- Must be able to pass Conservation Legacy's criminal history check requirements

Preferred Qualifications:

- Previous experience with a Corps or youth serving organization
- Experience in facilitation both virtually and in-person for large meetings and training spaces
- Experience facilitating teambuilding exercises
- Experience in engaging and working with diverse populations
- Prior experience in recruitment is a plus
- Graphic design skills and familiarity with basic design and presentation platforms such as PowerPoint and Canva

To Apply: Send Cover letter and resume to Hayden Prouty at hprouty@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 working effectively with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.**