

# Staff Position Description

**Title:** Program Coordinator

**Starting Salary Range:** \$38,000 - \$39,141

**Location:** Tucson, AZ. Not Remote Eligible

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

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

**Reports to:** Program Director

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

## 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.

## Position Summary:

The 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 Program staff to recruit, hire, train, mentor, evaluate, supervise, and support Field Staff.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.

### Project Support

- Coordinate and schedule 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 frequent overnight stays.
- Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases.

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- Produce high quality reports for project and community partners.
- Communicate with and assist the Logistics staff to ensure the shop, fleet, equipment, and other practical crew needs are met.

## Other Duties

- Assist Program staff 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.
- Participate in program promotional activities.
- Establish and maintain local recruitment contacts, schedule outreach events, and assist the Recruitment Team with interviews as appropriate.
- 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.
- 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.

## 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.*

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## 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.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- 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.
- Experience working for a Conservation Corps or AmeriCorps program.
- Two years 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.
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and members

**Other Competencies Desired for this Position's Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Align.

### To Apply:

1. Send Cover letter and resume to James Pitts at [james@conservationlegacy.org](mailto:james@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.*

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*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. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements*

CONSERVATION LEGACY

# Staff Position Description

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