

Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Administrative Assistant

Date: 04/22/21

Reports to: Administrative Director

Starting Salary: Grade A- \$15 - \$18 DOE

Location: Tucson, AZ

Status: Full-Time, Regular, Non-Exempt

Benefit Eligible: Full per Personnel Policies

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, Flagstaff, and Pinetop. 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. AZCC additionally provides operational support to Conservation Corps New Mexico, based in Las Cruces, NM.

Position Summary

Provides general administrative assistance for the daily operations of the Tucson Office of Arizona Conservation Corps (AZCC), Conservation Corps New Mexico (CCNM) and the administrative staff of Conservation Legacy.

Essential Responsibilities and Functions:

Accounting:

- Process accounts payable which includes coding, obtaining proper approval and ensuring payments are made on time.
- Assist with the management of petty cash, which includes obtaining proper approvals and ensuring Conservation Legacy Manual procedures are followed. Assists with bi-monthly reconciliation and communications with Support Staff regarding petty cash reconciliations with the organization's books.
- Responsible for the administration and training of staff and crew leaders on visa reconciliation. Tracks lost / non- itemized receipts including payroll deductions when needed, followed by monthly communications with support staff in process of visa reconciliations.
- Maintain inventory of active and canceled credit cards.
- Maintain accurate accounting files and records.

Payroll and Human Resources:

- Responsible for setting up seasonal staff, participant employees and AmeriCorps members in payroll software.
- Create payroll summaries, obtain proper approvals and process payroll documentation in an accurate and timely manner.
- Assist with the E-Verify Process for seasonal staff and members.
- Assist with the processing of criminal history checks and update systems once results are received.
- Assist in maintaining accurate HR and AmeriCorps files and records throughout the employee and members' participation in AZCC (Tucson office) and CCNM programs.

Field Operations Support:

- Process Workers Compensation claims and responsible for training crew leaders about Workers Compensation policies and procedures

General Office:

- Maintain adequate supply of office and copier supplies and related materials.
- Assist in ensuring that office technology and equipment is in working order and assist in coordinating timely maintenance of office equipment.
- Maintain and update office equipment inventory as needed.

Other Duties:

- Perform a variety of other administrative duties as required to ensure efficient office operations in the Tucson office.
- Participate in staff meetings and other collaborative team meetings as needed.
- Establish and maintain effective working relationships with employees, other agencies and the public.
- Be willing to work a flexible schedule, including some nights and weekends.
- 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.

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 and physical ability to walk, climb, balance, stoop, kneel, crouch or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.

Minimum Qualifications:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 2 years recent experience working in Administration, Administrative Assistant or previous experience working with a Corps program.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record.
- Must be able to pass the organization's criminal history check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.

Preferred Qualifications:

- Outstanding organizational and time management skills and ability to prioritize.
- Self-motivated, decisive and is highly organized and prepared for working in an office setting.

To Apply: Send Cover letter and resume to Celia Sanchez at celia@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 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. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law