

## CONSERVATION LEGACY

# 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:** Individual Placements Program Director

**Date:** July 2021

**Reports to:** Corps Director

**Starting Salary:** Grade C+ (starting at \$45,000 DOE)

**Location:** Remote within Arizona, with preference given to Tucson, Flagstaff, and the Phoenix area

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

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off 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 and Flagstaff. 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 Individual Placements (IP) Program Director is responsible for managing effective and efficient support of the Individual Placement program at AZCC. Our IP team will recruit and place roughly 60 individuals per year within the geographic region served by AZCC. This position interacts with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. This person will be responsible for the IP program across Arizona and supervises a team of staff.

### ***Essential Responsibilities and Functions:***

#### ***Participant or Member Management***

- Oversee and support the IP Program Coordinator with member selection, and the collection, compiling, and processing of all required intake and enrollment materials
- Ensure that all open positions are filled in a reasonable amount of time.
- Manage online systems that are necessary for successful program operations.
- Help support and improve systems for member selection and admissions processing.
- Coordinate timesheet and payroll processes for all members and provide appropriate information to Conservation Legacy business office as needed.
- Assist with management of current AmeriCorps slot allocations and changes as they happen
- Oversee and manage the training for credit cards, expense reimbursements, and per diem requests for members, including monitoring individual agreement budgets for member and monthly reconciliation processes.

#### ***Program Support and Administration***

- Manage annual operating budget for AZCC IP programming
- Implement effective and efficient administrative systems for member recruitment, enrollment, evaluation, exiting, reporting, and marketing.
- Collect and compile information for AmeriCorps, federal agencies, and other reporting needs, as well as prepare reports according to our agreement timelines.

- Communicate regularly with IP staff and Conservation Legacy IP Leadership Team to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement.
- Oversee and assist with the ongoing support for all members including the development and implementation of orientation, training, and member development opportunities.
- Collect and manage tracking of receipts, expenses, reimbursements, and other basic business needs.
- Collaborate with crew-based program support staff to help develop and implement recruitment strategy.
- Implement and monitor program tracking and reporting systems.
- Ensure the enforcement of program and risk management policies.
- Coordinate IP vehicle needs with AZCC logistics staff
- Develop IP social media material and ensure updates to AZCC's IP web page in coordination and collaboration with IP Coordinator and Conservation Legacy's Communications team
- With support from the regional business team, track agreement balances, expiration dates, and compliance
- Prepare and verify annual IP budget projections with Corps Director, maintain updates and communicate changes on a regular basis

#### *Partner Support and Position Development*

- Expand the IP program's position with new and existing project partners
- Build and maintain strong relationships with partners to support ongoing development of IP projects and positions
- Work with partners to manage and support current and future project sites and site supervisors for individual placement projects.
- Collaborate with the Corps Director to develop and/or review agreements and financial plans for new individual placements
- Coordinate and support other initiatives that support and build the program.
- Orient and train new IP program site supervisors
- Complete or oversee project reporting to support invoicing and agreement requirements

#### *Supervisory Responsibilities:*

- Supervise IP Support Coordinator(s).
- Participate in the hiring, management, and evaluation of IP staff.
- Recruit, orient, train, and support the IP staff.
- Provide ongoing feedback, coaching and evaluation for IP staff.

#### *Other Duties*

- Maintain productive relationships and interface significantly with other AZCC and Conservation Legacy staff to provide assistance and communication regarding administrative details, operations, and other program items.
- Participate in staff and team meetings and support other staff as appropriate.
- Participate in organizational-wide IP efforts and working groups

#### **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 managing administrative systems in non-profit or similar organizations.
- Experience with human resources management and admissions/hiring processes.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Outstanding organizational and time management skills, and ability to prioritize.
- Self-motivated, decisive, and able to work independently.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
- Insurable driving record and ability to pass Conservation Legacy's criminal history checks.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.
- Positive, entrepreneurial attitude and attentiveness to detail.

**Preferred Qualifications:**

- Experience with Conservation Legacy programs, members or administrative systems.
- Experience with AmeriCorps programs and compliance
- Previous programmatic experience with a Corps, youth serving organization or Federal Agency highly preferred.
- Willingness to travel.

**To Apply:** Send Cover letter and resume to Allison Laramée [allison@conservationlegacy.org](mailto:allison@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.*