



**Title:** Recruitment and Member Support Coordinator

**Date:** February 12<sup>th</sup>, 2019

**Reports to:** Recruitment and AmeriCorps Director

**Salary:** Group 2 (\$30,000 – 33,000)

**Location:** Flagstaff, AZ

**Term:** N/A

**Status:** Full, Exempt, Regular

**Benefit Eligible:** Full as per personnel policies

### **Arizona Conservation Corps:**

The Arizona Conservation Corps (AZCC) is a program of Conservation Legacy, a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. AZCC provides youth and young adults opportunities to complete conservation projects on public lands throughout Arizona and surrounding states. AZCC runs field programs year round from multiple operational bases in the state, including Tucson, Flagstaff, and Pinetop-Lakeside. Each year, Field Crews supported out of Flagstaff typically complete a minimum of 200 weeks of fee-for-service projects engaging approximately 14 seasonal Crew Leaders or Assistants and 100 Corpsmembers. During peak seasons 10 or more crews may be supported by staff based in Flagstaff at the same time.

### **Conservation Corps New Mexico:**

Conservation Corps New Mexico (CCNM) provides youth and young adult opportunities to complete conservation projects on public lands in southern New Mexico and is based in Las Cruces. CCNM is operationally supported by Arizona Conservation Corps staff, primarily out of the Tucson office but also Flagstaff.

### **Position Summary:**

Oversee all AZCC member admission and member experience processes and procedures out of the Flagstaff, AZ and Pinetop, AZ offices and will also help to support efforts in our Las Cruces office for Conservation Corps New Mexico. Oversee member recruitment working with key staff to develop and implement recruitment practices, conduct interviews and select Corpsmembers. The Recruitment and AmeriCorps Director will supervise this position.

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

#### **Admissions**

- Recruit, interview and select for AmeriCorps positions by creating position descriptions and posting them electronically to job recruitment sites.
- Attend job fairs at regional colleges, high schools and career centers.
- Monitor and post updates in social media outlets
- Support and implement AZCC marketing strategies for recruitment as well as to increase brand awareness
- Monitor member start and end dates for proper enrollment and exit paperwork, suspend members and reinstate them as needed and monitor appropriate member evaluations.
- Order and process member background checks.
- Track member hours throughout their service terms.
- Create, manage and archive member files both physically and electronically.

- Collect, monitor and analyze volunteer project accomplishments and member demographics for State and National quarterly grant reports and semi-annual Progress Reports.

### **Member Support**

- Assist with Leadership and Corpsmember trainings and orientations as needed.
- Create and implement member service projects including AmeriCorps Week, National Trails Day and Make a Difference Day.
- Serve as an active member of City of Flagstaff Earth Day Committee by participating in bi-weekly meetings and managing the community service project for Earth Day.
- Assist members in development of their own service projects.
- Plan and provide career development opportunities including resume writing workshops and networking events with federal, state and local land management agencies.
- Provide post-AmeriCorps workshops, instructing members on ways to use Segal Education Awards.
- Coordinate and execute member graduations.
- Principles, practices, methods, techniques relating to natural resource field work and community service activities; and
- Establish and maintain effective working relationships with employees, other agencies and the public; and
- Work a flexible schedule, including some nights and weekends

### **Physical Requirements:**

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

- Minimum of six months of experience in program recruitment and administration.
- Experience with customer service and data management.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand financial needs as they arise.
- Excellent written and verbal communication skills
- Minimum of educational experience: high school diploma or GED
- Valid driver's license and an insurable driving record.
- Proficient in Microsoft Office Suite.
- Must be able to pass Conservation Legacy's criminal history background checks.

**Preferred Qualifications:**

- Previous experience with a Corps or youth serving organization.
- Completed educational experience: Four-year degree from an accredited higher education institution.
- 1 or more years of experience in program recruitment and administration.

**To Apply:** Send cover letter, resume, and references directly to Joel Garcia, Recruitment and AmeriCorps Director, [joel@conservationlegacy.org](mailto:joel@conservationlegacy.org). Position is open until filled and subject to close without notice.