



**Title:** Special Projects Coordinator  
**Reports to:** Tucson Program Manager  
**Salary:** Group 2 (\$560-\$630/week)  
**Location:** Tucson, AZ  
**Status:** Full Time, Exempt, Seasonal  
**Benefit Eligible:** Health only, per personnel policies

05/30/2019

**Summary:**

**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 programs almost year-round from multiple operational bases in the state, including Tucson, Flagstaff, and Pinetop-Lakeside, with a seasonal presence in Safford, AZ and statewide Veterans' Fire Corps efforts.

**Position Summary:**

The Special Project Coordinator's primary responsibility is to prepare for upcoming Fall project work and coordinating volunteer events. Duties include connecting with community partners, marketing positions, assisting with the recruitment of members and leaders, scouting project work, assisting with orientations and trainings, and providing direct support to the crews once the season begins. AZCC plans to field a crew of youth and young adults from military families to complete some of this project work, and the Special Projects Coordinator will take the lead in those outreach efforts. The projects this position will focus on preparing for and supporting are at Guadalupe Mountains National Park and at National Parks and Monuments in Southern Arizona. These projects have additional volunteer service components that will require community involvement and outreach beyond AZCC and CCNM. Both office and field work are required in this position, with frequent and prolonged trips to the field. The ability to work a flexible schedule is critical.

**Essential Responsibilities and Functions:**

**Recruitment and Outreach**

- Develop community connections in Tucson and Las Cruces to help engage volunteers
- Build relationships on local military bases to support recruitment of youth and young adults from military families
- Plan, coordinate, and implement volunteer events in Southern Arizona and at Guadalupe Mountains National Park
- Assist with the recruitment, interviews, and selection of Corpsmembers who will work on these projects, including hosting and attending recruitment events

**Field Support**

- Support seasonal field staff including Crew Leaders, Assistant Crew Leaders, and Corpsmembers on AZCC crews operating on public lands in Arizona and beyond
- Assist with leadership trainings and member orientations

- Visit crews in the field frequently to provide support or to respond to other pressing needs

**Other Duties**

- Assist with recruitment and selection of Crew Leaders and Assistant Crew Leaders
- Assist with fleet, shop, and equipment upkeep as needed
- Assist with a wide variety of in-house and on-the-job trainings, such as Wilderness First Aid, leave No Trace, leadership, trails, technical rock work, rigging, fencing, and chainsaw trainings.
- Assist with project reporting, compiling data, member information, and project accomplishments and creating narratives and summaries for various projects and partnerships.

**Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Special Projects Coordinator is required to sit, stand, walk, speak and hear. The Special Projects 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 Special Projects 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.

**Qualifications:**

- Minimum of 2 years of experience in a Conservation Corps or other community service focused program.
- Experience with networking and program promotion
- Comfort with making cold calls and new connections
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to travel frequently and camp in remote environments with minimal support.
- Valid driver's license and an insurable driving record.
- Proficient in computer programs, databases, other technology.
- Must be able to pass all Conservation Legacy's criminal history checks.

**To Apply:** Send cover letter, resume, and references directly to Russ Dickerson, Operations Director, [russ@conservationlegacy.org](mailto:russ@conservationlegacy.org). Position is open until filled and subject to close without notice.