



**Title:** Recruitment and Member Support Coordinator      **Date:** March 27<sup>th</sup>, 2019  
**Reports to:** Recruitment and AmeriCorps Director  
**Salary:** Group 2 (\$30,000 – 33,000)  
**Location:** Tucson, 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 Crew Member. 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.

Conservation Legacy is an inclusive excellence non-profit service organization that adheres to the principles of diversity, inclusiveness, equity, and social justice. Diverse worldviews, cultures, languages, traditions, sexualities, genders, race/ethnicities, disabilities, experiences, and other important dimensions of diversity are valuable and welcome assets in our industry of conservation.

### **Position Summary:**

Oversee all AZCC member admission and member experience processes and procedures out of the Tucson, AZ office; will also support Pinetop, AZ and Flagstaff, 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 Crew Members and facilitate data/compliance entry for onboarding and exits phases of AmeriCorps members. This position requires knowledge and implementation of cultural competency, team-building, and intergroup dynamics and behavior. 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 criminal history 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 Crew Member trainings and orientations as needed; including cultural competency and group dynamics.
- Create and implement member National Day of Service projects including but not limited to Martin Luther King Day of Service, AmeriCorps Week, National Service Recognition Day, and September 11<sup>th</sup> Day of Remembrance and Service.
- Serve as an active member of the City of Tucson community by participating in community outreach efforts and creating networks for recruitment, educations days, and partnerships.
- 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.
- Educate members about the 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.
- Provide support and be attentive to the diversity needs, growth, and development of AZCC/CCNM crews.

### **Program & General Administrative Support**

- Development and implementation of effective and efficient administrative systems for recruitment of AZCC and CCNM crew members.
- Utilize systems to collect and compile information for reports and internal/external communication of AmeriCorps requirements.
- Ensure there is compliance with internal expectations, policies and procedures.
- Assist with the development and implementation of external communications including the collection of pictures and stories.
- Assist with AmeriCorps grant management and activities as necessary, provide tracking and reporting within the structure of deadlines.
- Communicate regularly with supervisor to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement; as well as audit success in these systems.

- Ensure that details of each individual's admissions, exit and in-term documents are accurately achieved by complying with internal checks and balances.
- Manage each participant's required enrollment and exiting documents to ensure that they are compliant within rigid requirements: DOL, AmeriCorps, etc.
- Ensure the tracking of data for AmeriCorps grants and other related information; including external and internal communication to remain organized with compliance.
- Ensure internal data is entered accurately so that AmeriCorps performance measures are met and appropriately reported.
- Participate in program staff meetings as appropriate.
- Assist with organization audits from AmeriCorps or other auditors referring to compliance of AmeriCorps Policies & Procedures
- Provide oversight and support to Slot Management systems through internal databases, processes, trainings to achieve AmeriCorps 100% enrollment.
- Provide oversight and support to audit internal policies for Criminal History Checks, integrity of data, and other AmeriCorps policies.

### **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.

## **WHO WE SERVE**

Arizona Conservation Corps and Conservation Corps New Mexico emphasizes the recruitment and engagement of diverse teams and individuals who learn from each other and their projects in a supportive environment. In selecting participants, Arizona Conservation Corps encourages all types of diversity including, but not limited to; race, ethnicity, gender, sexual orientation, gender identity, age, social-economic, and disability.

Arizona Conservation Corps also emphasizes the engagement of local individuals who represent the communities in which they serve. Arizona Conservation Corps intentionally searches for funding sources and program options to support the goal of offering experiences to a wide range of participants.

**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.