

# 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 Placement Program Coordinator, Southeast Conservation Corps

**Reports to:** Corps Director

**Starting Salary:** \$47,700 to \$49,131

The annual starting salary range for this position will be in the \$47,700 to \$49,131 range, depending on experience, education, and relevant skills. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Chattanooga, TN –remote position

**Status:** Full-Time, Exempt

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

**Posting Period:** Please apply before May 3rd

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service, Conservation Legacy works toward a world with healthy lands, air, water, thriving people, and resilient communities.

## Program Summary:

The Southeast Conservation Corps (SECC), a non-profit service organization, is a program of Conservation Legacy. Southeast Conservation Corps provides members with impactful opportunities through a unique set of programs that engage people in meaningful education and service to their communities and natural landscapes. Since each program is purposeful in design, positions may vary in length, location, focus, and populations served.

SECC's inaugural crew hit the trail in 2013, built of 6 local teens who spent 4 weeks in the backcountry. Since 2013 we have grown in size and opportunities available. We are proud of our grassroots foundation and strive to instill a sense of pride and ownership into members to carry on the legacy and reputation built by those that served before them.

Our office is located in Chattanooga, TN, nestled between the Cumberland Plateau and the Appalachian Mountains. This ideal location allows Southeast Conservation Corps to engage a diverse population of people in a broad range of conservation service projects and recreation opportunities within some of the oldest and most biologically diverse forests in the eastern United States.

## Position Summary:

The Individual Placements (IP) Program Coordinator is responsible for managing effective and efficient support of the Individual Placement program (Internships) at SECC. Our IP program places individual placements across the Southeast in projects that build capacity, improve access to natural resources, develop and support innovative solutions, develop opportunities for service and economic

development, and empower leaders. 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 current IP program across SECC's region and desired growth of the IP program.

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

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

- Collaborate with project partners and Regional Individual Placement staff to ensure a timely member selection and onboarding process is completed accurately
- Facilitate ongoing support for all IP's including the development and implementation of orientation, training, and member development opportunities.
- Monitor IP start and end dates for proper enrollment and exit paperwork, suspend members, and reinstate them as needed
- Conduct site visits to ensure program quality as time and schedules allow
- Work a flexible schedule, including some nights, weekends, and camping
- Ensure that all open positions are filled in a reasonable amount of time
- 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
- Manage Worker's Compensating training and claims related to IP's

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

- Collect and compile information for AmeriCorps, federal agencies, and other reporting needs, as well as prepare reports according to our agreement timelines
- Communicate and collaborate with Conservation Legacy IP Leadership Team to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement
- Collect and manage tracking of receipts, expenses, reimbursements, and other basic business needs
- Implement and monitor program tracking and reporting systems
- Ensure the enforcement of program and risk management policies
- Maintain IP social media material and ensure updates to SEC's IP web page

#### ***Partner Support and Position Development***

- Build and maintain strong relationships with partners to support ongoing development of IP projects and positions
- Expand the IP program with new and existing project partners
- Orient and train new IP program site supervisors

#### ***Other Duties***

- Successfully engages, leads, and supports an inclusive work environment
- 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:**

- Ability to hold others, in remote locations, accountable for expectations.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Must be able to pass Conservation Legacy's criminal history check requirements.
- Valid Driver's License and an insurable driving record.
- Proficient in computer programs, databases, and social media, including Microsoft Office Suite and Salesforce.
- Bachelor's degree, or two years administrative experience

**Preferred Qualifications:**

- Strong background in Customer Service.
- Previous experience with a youth development/corps field and/or AmeriCorps
- Exhibit a high level of emotional intelligence and interpersonal skills.
- 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.
- Experience with influencing diverse groups of employees to achieve common goals.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.

**To Apply:** Email cover letter, resume, and references to Caitlin Scott, Administrative Specialist ([cscott@conservationlegacy.org](mailto:cscott@conservationlegacy.org)) and include the phrase 'IP Program Coordinator Applicant' in the subject line. Position is open until filled and subject to close without notice.

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. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or reasonable accommodation due to a disability during the application or recruiting process, please send a request to the hiring manager.