

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: Internship Program Coordinator

Reports to: Corps Director

Starting Salary: Grade B+ starting at \$17.10

Location: Chattanooga, TN – Part time remote

Status: Full time, Non-exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off, and annual Training Stipend

Program Summary:

The Southeast Conservation Corps (SECC), a non-profit service organization, is a program of Conservation Legacy. Built on the legacy of the Civilian Conservation Corps (CCC) SECC provides youth, young adults, and veterans opportunities to complete conservation projects on public and private lands throughout Tennessee and Southeast region. While serving with SECC members learn natural resource management practices and team work through completing high quality projects such as prescribed burning, fuels management, land restoration, trail construction, invasive plant management, disaster relief, and much more. SECC operates field programs nearly year-round. Annually, field crew and internship engagement averages approximately 130 corps members and roughly 16 seasonal Crew Leaders or Assistant Crew Leaders, with a support staff of six to seven.

Position Summary:

The Internship Program Coordinator is responsible for managing effective and efficient support of the Internship program at SECC. Our internship program recruits and places roughly 25 individuals per year within the geographic region served by SECC. 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 internship program across SECC's region and desired growth of the internship program.

Essential Responsibilities and Functions:

Participant or Member Management

- Collaborate with project partners and Regional Internship staff to ensure a timely member selection and onboarding process is completed accurately
- Facilitate ongoing support for all internships including the development and implementation of orientation, training, and member development opportunities.
- Monitor internship 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 interns

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 Internship 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 intern social media material and ensure updates to SEC's internship web page

Partner Support and Position Development

- Build and maintain strong relationships with partners to support ongoing development of intern projects and positions
- Expand the internship program with new and existing project partners
- Orient and train new internship 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 intern 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, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions.

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 1 year managing administrative systems in non-profit or similar organizations

- High school diploma or GED
- 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
- Willingness to travel.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

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

To Apply: Email cover letter, resume, and references to Caitlin Scott, Administrative Specialist (cscott@conservationlegacy.org) and include the phrase 'Internship 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 working effectively with diverse communities, including those specific to the BIPOC community & 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.