



Title: Administrative Assistant and Individual Placement Coordinator
Date: November 19, 2018
Location: Chattanooga, TN
Salary: \$30,000 - \$33,000 DOE
Status: Full-time, non-exempt
Benefits: Full benefits as per Conservation Legacy personnel policies
Start Date: February 2019

Southeast Conservation Corps:

The Southeast Conservation Corps (SECC), a program of Conservation Legacy, is a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. SECC provides youth, young adults and recent-era veterans opportunities to complete conservation projects on public and private lands throughout Tennessee and the Southeast Region. While serving with SECC members learn job training skills, conflict resolution, leadership, teamwork, and environmental stewardship. Programs are structured using a stepladder approach to provide a progression of skill development based on a member's needs. SECC runs field programs nearly year-round from January – November, with the peak season being May – August, when adult and youth crews are operating at once. During peak season, up to seven crews can run at one time. SECC engages approximately 120 members per year throughout youth, adult, and veteran crews, as well as internships.

Summary:

The Administrative Assistant and IP Coordinator's primary responsibilities are two-fold: 1) provide administrative support for the daily operations of Southeast Conservation Corps and general administrative assistance to Conservation Legacy; 2) management of SECC's Individual Placement program (20 – 25 members per year) including recruitment, on-boarding and orientation of all IP's and their supervisors. Also supporting and maintaining partnerships through partner coordination and working to develop IP partnerships throughout the Southeast. Additionally, this position will be charged with overseeing and maintaining consistent quality control, risk management, and program integrity. This position is primarily office-based, with some field work required, however the ability to work a flexible schedule is a must! The position reports directly to the Program Director.

Essential Responsibilities and Functions:

Individual Placement Support

- Manage recruitment, onboarding, orientation, check-ins, exiting, and additional support as needed for all IP's.
- Field visits to IP sites as needed.
- Manage orientation and be contact for all IP supervisors.
- Support project partners in selection of IP's.
- Working within program policies and procedures as well as project partners to determine and develop IP project expectations and specifications.



- Assist Program Director in creating new IP partnerships with federal and non-federal partners.
- Actively engage in quality control and risk management through all phases of an intern's term of service including recruitment/on-boarding, service work, reporting, timesheets and evaluation.
- Ensure IP's are completing project accomplishments and reporting thoroughly and timely.
- Assist Program Director in producing high quality reports for project and community partners with support of other Conservation Legacy staff.

Staff Support

- Support crew orientations and trainings.
- On-board and orient all seasonal staff.
- Assist Program Coordinators with crew-based recruitment and on-boarding throughout the year as needed.
- Respond to crew emergency situations.
- Participate in on-call system for crews in the field.
- Participate in staff trainings both as a trainer and/or trainee.
- Assist with the development and monitoring of risk management policies.

General Administration:

- Work within the established program budget.
- Coordinate educational opportunities for members to build resumes, find additional trainings, and connect with employment opportunities.
- Manage the inventory and purchasing of all SECC uniforms.
- Create and distribute the quarterly SECC newsletter.
- Work with Program Director to maintain SECC's social media presence.
- Manage program photos and member stories.
- Attend and/or represent SECC at community or recruitment tabling events.
- Purchase all supplies needed to maintain office.
- Work closely with Program Director to complete mandatory project reporting for Federal and non-profit partners.
- Assist Program Director in writing grants to support program operations.
- Deliver VISA rec training to all staff and interns holding Conservation Legacy credit cards.
- Review SECC member/leader/IP payroll
- Assist with SECC alumni follow-up and networking.
- Assist with mandatory AmeriCorps events and reporting.

Physical Requirements:

Occasional overnight travel and non-traditional work hours, inclusive of weekend and evening hours will occur within this position. To successfully perform essential functions the



Administrative Assistant & IP Coordinator is required to sit, stand, walk, speak and hear. The individual in this position 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. This individual in this position 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:

- Experience (1 year) with SECC, another other conservation corps, or conservation/environmental-based non-profit organization.
- Experience maintaining and established budget.
- Experience with project partner interaction and field operations.
- Clean (insurable) driving record, current driver's license, and positive outcomes of background check.
- Good organizational, managerial and problem-solving skills.
- Excellent communication and teaching/mentoring skills.
- Strong conflict resolution and team building skills.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to teach, plan, and facilitate trainings for necessary technical skills.
- Able to work independently and also to motivate others.
- Current CPR & WFR or WFA certified; has demonstrated good judgment in emergency situations.
- Computer literate (MS Word and Excel proficient).
- Desire to spend time in the company of youth and young adults; ability to instigate fun!

To Apply: Send Cover letter and resume brenna@conservationlegacy.org

Position open until filled.

Southeast Conservation Corps is a program of Conservation Legacy.