

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:** Logistics Coordinator

**Date:** 12/2/2022

**Starting Salary:** The starting salary range for this position will be in the **\$18.46 - \$21.39** Depending on experience, education, and skills relevant to the position. 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

**Status:** Full time, non-exempt, part time remote eligible

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

**Reports to:** Program Director

## **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 and water; thriving people and resilient communities.

The Southeast Conservation Corps (SECC) is a program of the non-profit service organization, Conservation Legacy. 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.

## **Position Summary**

The Logistics Coordinator's primary responsibility is to support crew logistics with equipment, tools, vehicles, food, and trainings as needed. This position is expected to maintain a safe and

operational shop, which includes management of inventory related to field gear and equipment, as well as SECC's fleet of vehicles and trailers. The Logistics Coordinator is expected to oversee shop operations inclusive of training members and leaders on shop protocols and the smooth facilitation of crew rig-ups and de-rigs. Evening, overnight, and weekend work will be required. A flexible schedule is a must!

## **Essential Responsibilities and Functions**

### **Program Logistics**

- Manage and organize a clean and efficient operations center in and around the SECC shop.
- Support satellite operations and logistics for Veteran Fire Crews and remote-based seasonal crews.
- Supervise and manage crews in and around the shop, gear, tools, and equipment on a weekly basis as crews depart for and return from field project work.
- Purchase and repair hand tools, chainsaws and forestry equipment, camp equipment, and supplies as needed.
- Purchase supplies for new programs to ensure crews are set up for success.
- Manage the repair and maintenance of SECC fleet of vehicles and trailers and facilitate driver training for leaders, members, and staff as needed.
- Manage vehicle parking areas and communicate with property manager as needed.
- Inventory and purchase supplies and equipment to maintain the shop.
- Maintain and create organizational systems for logistical management.
- Provide logistical support to SECC crews in various locations across the Southeast.
- Respond to crew emergency situations, including last-minute travel and overnight stays.
- Participate in a weekly on-call system for crews in the field.
- Participate in staff trainings both as a trainer and/or trainee.
- Participate in member trainings as a trainer when needed.
- Provide technical field support to crews as needed and directed by the Field Supervisors and/or Director.
- Coordinate logistics with other Eastern Region operations staff to ensure efficient resource utilization across the region.
- Managing and distributing SECC loaner gear cache.
- Restock medical kit supplies and PPE.
- Field budget management and purchasing of field-related equipment.
- Vehicle Fleet Management.

### **General Administration**

- Work within the established field and program budget, updating the Program Director on relevant operations purchases.

- Manage records of credit card and other expenses related to program operations.
- Complete field site visit reports and any other necessary as necessary and directed.
- Meet with the SECC Program Director, Field Supervisors, and Project Partners to review program purchases and expenses, budget, and logistical needs across the state.
- Acquire and maintain relevant certifications as necessary to assist with training new leaders and members, including but not limited to WFA/WFR, Chainsaw and Crosscut Certifications, Crosscut repair and maintenance skills, griphoist technical trainings, and rockwork.

### **Miscellaneous**

- Other duties as assigned by supervisor.
- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.

**Other “Hats” You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

### **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. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

### **Minimum Qualifications:**

- Exhibits the ability to effectively work on diverse teams and with a variety of populations, including those underrepresented at our organization and those of Black, Indigenous and People of Color communities.
- Experience successfully working on small teams and managing conflict in small groups.
- Experience maintaining and managing hand tools.
- Able to prioritize tasks and remain organized. Able to divide focus between multiple field crews with various abilities, support needs, and staggered shop dates.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.

- Able to carry out assigned work independently, while also able to work well with others and to seek assistance when needed to carry out assignments
- The ability to communicate effectively, manage complexity, cultivate innovation, drive and influence results of oneself and others.
- Instructor experience.
- Hold current CPR & WFR or WFA or the ability to obtain once hired.
- Familiarity with computer use, programs, and databases such as Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.

**Preferred Qualifications:**

- Experience with SECC or other conservation corps, professional trail and/or fire crew, or conservation-based program.
- Experience in fleet management, small engine (chainsaw) repair and maintenance.

**To Apply:**

- 1) Send cover letter and resume/CV to Caitlin Scott at [cscott@conservationlegacy.org](mailto:cscott@conservationlegacy.org)
  - a. **with subject line "Applicant [Your Name]"**.
  - b. **Cover letter must include a response to the following: *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. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.*