

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: Recruitment Coordinator

Date: 4/3/23

Reports To: Corps Director

Starting Salary: The starting wage range for this position is \$19.13-\$22.16 per hour, 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. Part-time Remote Eligible

Status: Full-Time, Non-Exempt

Benefit Eligible: Full Benefits per Personnel Policies

Program Summary:

The Southeast Conservation Corps (SECC) is a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. SECC provides recent-era military veterans, young adults, and teenagers opportunities to complete conservation projects on public and private lands throughout Tennessee and the 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, and much more. Programs are structured using a stepladder approach to provide a progression of development related to personal, professional, and project skills. SECC operates field programs nearly year-round from January – November, with the peak season being January – August. During peak season, up to 10 crews can run simultaneously. SECC engages approximately 120 members per year throughout youth, adult, and veteran crews, as well as internships.

Position Summary:

The Southeast Conservation Corps (SECC) Recruitment Coordinator will be responsible for identifying, building, and maintaining relationships with recruitment sources; recruiting, interviewing, and selecting all SECC participants; managing selection and all on-boarding paperwork; direct participant and program support; aiding members with post program placement when possible; and participating in the development of new programs and trainings. The Recruitment Coordinator will work closely with Corps Director to build and maintain relationships with regards to recruitment and community partners. Frequent local travel is required for this position with some overnight travel related to recruitment, member support, and member training.

Essential Accountabilities and Functions:

Recruitment

- Interview and select crew members across all youth and adult crew-based programs.
- Develop and maintain job postings, job descriptions, applications, program flyers, and other recruitment related materials that reflect current recruitment needs.
- Lead the process of member onboarding.
- Maintain SECC recruitment resource guide and set, evaluate, and adjust strategies in order to meet recruitment needs across the program.
- Assist with the implementation of member trainings as needed.
- Communicate recruitment needs to all SECC staff in a timely manner.
- Provide recruitment support for staff positions as requested.

- Track recruitment platforms efficacy, suggest and track improvements.
- Work to build or expand existing relationships and partnerships to develop recruitment pathways.
- Enhance SECC visibility in Chattanooga, TN and across the Southeast region.
- Promote SECC as well as Conservation Legacy mission, programs, and achievements.
- Collaborate with the Conservation Legacy Recruitment Rendezvous group to improve and grow recruitment across programs.
- Work directly with Recruitment Leadership staff to enhance SECC's recruitment process.
- Track quarterly demographics of starts and note any trends to SECC staff.
- Track yearly trends on Quits/Terminations and note trends with SECC staff team.

Community Outreach

- Develop and provide clear, concise, and audience-appropriate presentations for the public to recruit, inform, and inspire.
- Develop relationships with community organizations and schools to increase and diversify member recruitment.
- Schedule and complete recruiting visits to schools, community partners, etc. to enhance SECC's relationships within the region.
- Identify and attend community events and meetings (as schedule permits) to increase and diversify the local member applicant pool.
- Manage internal and external databases related to member terms.
- Ensure prompt enrollment, tracking, and exiting of AmeriCorps participants.
- Attend in-person recruitment events within the Southeast as requested.
- Network and develop new contacts and forums for recruitment.
- Increase recruitment and outreach among targeted and diverse populations who would benefit from the program and who reflect the populations of the Southeast region.
- Develop virtual versions of outreach forums and related materials and presentations.
- Work with SECC's Administrative Specialist to respond to general inquiries from the public in a timely manner.
- Work with SECC staff and project partners to create press releases and public notices of crew presence.
- Increase the size of the applicant pool for SECC programs.
- Engage and manage Facebook Lead campaign prospects when campaigns are active and support candidates in applying for appropriate positions.

Organizational Advocacy

- Successfully engage, lead, and support an inclusive work environment for underrepresented populations within the organization and the communities we serve.
- Lead and/or participate in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Other responsibilities as assigned.

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.

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability and comfort with speaking in public to a diverse group of people including youth, adults, community members, etc.
- Experience with any of the following: recruitment, youth development, conservation corps, or non-profit management.
- Experience recruiting and working with underrepresented/BIPOC communities.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- High School diploma or GED.

Additional Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results.

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

To Apply:

- 1) Send cover letter and resume/CV to Caitlin Scott at 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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.