

Staff Position Description

Title: Logistics Coordinator

Starting Salary Range: The starting salary range for this position will be between \$21.63-22.28/hour

range, 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: Based out of Chattanooga, TN

Status: Full-Time, Non-Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*, and other opportunities as available.

Reports to: Program Director

Posting Period: Accepting applicants on a rolling basis. Position is open until filled.

Southeast Conservation Corps:

Engaging future leaders who protect, restore, and enhance our nation's lands through community-based service.

Southeast Conservation Corps (SECC), a program of Conservation Legacy, is a non-profit, AmeriCorps-affiliated organization. SECC selects young adults, ages 18-30, to complete conservation service projects on public lands throughout the Southeast. SECC programs encourage environmental stewardship, foster community partnerships, and emphasize experiential learning. SECC serves a diverse population that is representative of the Southeast, including youth, graduates, veterans, and a cross-section of ethnicities and income levels. SECC is also an active member of the AmeriCorps Disaster Response Team (A-DRT), and as such, selected crews may be deployed on Disaster response projects for up to 30 days.

SECC partners with a variety of land management agencies in Tennessee and throughout the Southeast region, such as the United States Forest Service, National Park Service, State Parks, and conservation-based non-profits. Projects vary but include trail construction and maintenance, ecosystem restoration, habitat restoration, fire fuels reduction, fencing on public lands, invasive weed removal, herbicide applications, and many others. The projects are manual labor based and most projects require a hike into and out of the project site daily carrying tools and a day pack.

Position Summary:

SECC's Logistics Coordinator's primary responsibility is to support logistics for field crews either based out of the SECC office or remote, with an emphasis on equipment, tools, vehicles, gear, PPE, and shop. This position will also require field presence to assist crews with project needs, program logistics, and planning, as well as facilitating field trainings. 60% of the time will be spent in office while the other 40% will be spent supporting crews in the field which will include camping overnight and driving to multiple project sites across the Southeast region, including, but not limited to, TN, GA, KY, MS, FL, and SC. The schedule will be highly variable for this position and is based on dynamic organizational needs. This individual will be expected to work as a member of a team and independently.

Program Logistics:

- Manage and organize a clean and efficient operations center (shop and office)
- Support satellite operations and logistics for remote-based seasonal crews.
- Supervise and manage crews, 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, uniforms, 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 when 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 both as a trainer when needed.
- Provide technical field support to crews as needed and directed by the Program Coordinator(s) and/or Director.
- Coordinate logistics with other Eastern Region operations staff to ensure efficient resource utilization across the region.

Field Support:

- Collaborate with SECCs Program Operations Team in the implementation of crew leader and corps member trainings including technical work, protocols, leadership, and facilitation skills
- Collaborate with SECCs Program Operations Team to train, mentor, and supervise a broad scope of corps members and crew leaders across SECC programs
- Assist SECC staff in identifying and developing an internal talent pool for future leadership positions inside and outside of SECC
- Be a role model and mentor throughout training and field seasons
- Work with other SECC staff on pressing projects as needed
- Collaborate with other program staff to ensure proper resources are provided to crews in the field

Shop and Vehicle Support:

- Maintain SECC shop space to operate efficiently, including tracking and repairing hand and power tools.
- Manage crew rig-ups and de-rig events and procedures
- Track, maintain, and purchase tools and field equipment as needed
- Manage and maintain SECC's vehicle and trailer fleet
- Assist with food purchasing for crews when needed
- Assist with other general operation duties as needed or assigned by supervisor

General Administration

- Work within the established program budget and update the staff team about relevant operations purchases.
- Manage records of credit card, petty cash, and other expenses related to program operations.
- Complete field site visit reports and any other necessary documentation.
- Meet with the SECC staff to review program purchases and expenses, budget, and logistical needs across the Southeast.
- Acquire and maintain relevant certifications to train 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 trainings.

Miscellaneous

- 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 duties as assigned.

Physical Requirements

Regular overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to participate in periodic overnight travel, non-traditional work hours, have the ability to move across varied terrain, use program-specific tools and a range of technology on a frequent basis. This position requires exerting up to 50 pounds of force to lift, carry, push, pull, or otherwise move objects unassisted. The ability to drive an organizational vehicle is also required.

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 Black, Indigenous and People of Color communities.
- Minimum of 2 years of experience in youth development or corps field.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- 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.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with 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 conservation corps, professional trail and/or fire crew, or conservation-based program.
- Excellent organizational, managerial, and problem-solving skills.
- Strong ability for system organizing.
- Experience in fleet management, small engine repair, and hand tool repair and maintenance.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Proficient in computer use, programs, databases, other technology.

Substance Free

In accordance with a drug free workplace, alcohol and drugs are prohibited while participating in AmeriCorps and program activities and while on organization property.

To Apply:

1. Send Cover letter and resume to Caitlin Scott at cscott@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

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. 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 a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

