

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: Enrollment Specialist

Date: 2/7/22

Reports To: Corps Director

Starting Salary: Grade B; Starting at \$18

Location: Chattanooga, TN. Part-time Remote Eligible

Status: Full-Time, Non-Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off, 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 Southeast Conservation Corps (SECC) Enrollment Specialist 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 Enrollment Specialist will work closely with Corps Director to maintain and cultivate recruiting relationships with 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:

Recruiting Corps Members:

- Develop and maintain job postings, presentations, job descriptions, applications, participant manual, posters, and all other related materials.
- Maintain an SECC recruiting resource guide and strategic model for recruitment.
- Schedule and complete recruiting visits to schools, community partners, etc. to enhance SECC's relationships within the region.
- Collaborate to develop and submit advertisements for newspapers, newsletters, and internet.

Interviewing, Selection, Placement, and Support:

- Create position descriptions and applications for member positions.
- Interview, select, and place members seasonally.
- Lead the process of member onboarding.
- Interview SECC participants during field/office visits.

- Participate in the development of new programs and trainings.
- Assist crew leaders with SECC participant needs in the field.
- Assist with the implementation of member trainings as needed.
- Utilizes database for member tracking and reporting purposes.
- Ensure member timesheets are completed according to payroll schedule.

Program Development & Administrative Duties:

- Manage internal and external databases related to member terms.
- Ensure prompt enrollment, tracking, and exiting of AmeriCorps participants.
- Maintain and contribute to communication and outreach resources.
- Collaborate with other Conservation Legacy programs to foster cross-program efficiencies.
- Assist with other administrative duties as assigned.

Transition, Post Program Placement, and Education Assistance:

- Mentor and assist individuals with career development and placement.
- Coordinate workshops on employment and educational opportunities during and after SECC.
- Development and maintain internal processes of alumni tools and resources.

Other Duties

- 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.
- Enforce all SECC Policies and Procedures.
- Respond to crew emergency situations, including last-minute travel and overnight stay as needed.
- Participate in a weekly on-call system for crews in the field as needed.

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:

- Minimum of 1 year(s) of experience in non-profit, youth development, corps, or recruiting.
- The ability to communicate effectively, manage complexity, cultivate innovation, drive and influence results of oneself and others.
- Previous experience developing, cultivating, and sustaining internal and external partnerships.
- Experience in creating, developing, and delivering professional presentations to a wide variety of audiences and demographics.
- Ability to work independently with minimal supervision.
- Ability to work as part of a fast-paced team, with ability to motivate others.
- Experience with influencing diverse groups of employees to achieve common goals.
- 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.
- Desire to spend time in the company of youth and young adults with the ability to instigate a fun environment, in the office and field.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- High School diploma or GED.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.

- COVID-19 by the first day of employment and have the ability to provide proof of vaccination before starting.

To Apply: Email cover letter, resume, and references to Caitlin Scott, Administrative Specialist (cscott@conservationlegacy.org) and include the phrase 'Enrollment Specialist 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.