

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:** 4/26/2021

Reports to: Program Director

Starting Salary: Grade A with starting salary range of \$15 - \$18 per hour

Location: Chattanooga, TN

Status: Full time, Non-exempt

Benefit Eligible: Full benefits *per Personnel Policies*

Application Deadline: May 11, 2021

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.

Position Summary

The Logistics Coordinator's primary responsibility is to support crew logistics with equipment, tools, vehicles, and trainings as needed. Evening, overnight, and weekend work required. A flexible schedule is a must!

Essential Responsibilities and Functions

Program Logistics

- Manage and organize a clean and efficient operations center (shop and office)
- Support satellite operations and logistics for Veteran Fire Crews and 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 Field Supervisors and/or Director.
- Coordinate logistics with other Eastern Region operations staff to ensure efficient resource utilization across the region.

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 Program Director and Field Supervisors to review program purchases and expenses, budget, and logistical needs across the state.
- 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

- 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.

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 and physical ability to walk, climb, balance, stoop, kneel, crouch, or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required for some positions. Disclosure of needs are encouraged to be made upon job offer and throughout employment at Conservation Legacy.

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 SECC or other conservation corps, professional trail and/or fire crew, or conservation-based program required.
- Excellent organizational, managerial, and problem-solving skills.
- 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.
- Experience leading Conservation Legacy programs, members, or administrative systems.

To Apply: Send cover letter and resume to Brenna Kelly, Corps Director brenna@conservationlegacy.org . Be sure to include the phrase Logistics Coordinator Applicant in the subject line of the email.

Cover Letter must include a response to the following question: ***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.