



**Title:** Recruitment & Member Support Coordinator

**Date:** April 2019

**Reports to:** Program Director

**Starting Salary:** Grade 3; \$32,000-36,000

**Location:** Chattanooga, TN

**Status:** Full-time, non-exempt

**Benefit Eligible:** Full, as per Conservation Legacy personnel policies.

**Southeast Conservation Corps:**

The Southeast Conservation Corps (SECC) is a program of Conservation Legacy, a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. SECC operates conservation service programs and internships throughout the Southeast that focus on *empowering young people to cultivate compassion, responsibility and grit through community service, hard work and environmental stewardship*. SECC runs field-based programs February – November, and typically engages 80 to 100 youth and young adults per year within Youth Conservation Corps crews, adult AmeriCorps crews, and a variety of internships.

**Summary:**

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

**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 Corps Member positions.
- Interview, select, and place Corps Members seasonally.
- Lead the process of Corps 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 Crew Leader participant trainings.
- Assist members with needed services (transportation, financial, education, etc.).
- Utilizes database for 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.
- Seek to research and submit a minimum of three grants per calendar year.
- Collaborate with other Conservation Legacy programs to foster cross-program efficiencies.
- Assist with other administrative duties as assigned.
- Manage and lead AmeriCorps VISTA terms, when hosted in the SECC program.

**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.

**Risk Management:**

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

**Physical Requirements:**

Frequent overnight and weekend travel, camping and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the recruiting and admissions coordinator is required to sit, stand, walk, speak, and hear. He/she may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. The recruiting and admission coordinator must be able to operate office equipment, telephone, and computer and reach with hands and arms. He/she may be required to lift and carry up to 50 pounds unassisted. The ability to drive an SECC vehicle is also

required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Required Qualifications:**

- Strong organizational and problem-solving skills.
- Experience recruiting and conducting interviews.
- Experience working independently, as part of a fast-paced team, with ability to motivate others.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- 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.
- 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.
- Minimum educational experience: High School Diploma or GED with related work experience.
- Excellent written and oral communication skills or ability to develop.
- Proficient with MS Word, Excel, Powerpoint, and Outlook.
- Obtains a drivers record that's insurable per Conservation Legacy's policies; includes and driver's license.
- Ability to meet Conservation Legacy criminal background check policies.
- Ability to obtain and sustain Wilderness First Aid or Wilderness First Responder.

**Preferred Qualifications:**

- One or more years of experience working with Conservation Legacy, conservation corps, or other youth development programs.
- Outdoor leadership experience and/or previous conservation skills experience.

This position is available to all eligible applicants without regard to race, color, national origin, disability, age, sex, political affiliation, sexual orientation, or religion.

**How to apply:**

For consideration, please send cover letter and resume to [brenna@conservationlegacy.org](mailto:brenna@conservationlegacy.org). Preference will be given to applications received prior to May 1, 2019. Position open until filled.