



**Title:** Program Coordinator – Conservation Corps New Mexico

**Date:** 5/10/2018

**Reports to:** Associate Director

**Salary:** Salary Group 3 (\$32,000-\$36,000)

**Location:** Las Cruces, NM

**Status:** Full Time, Exempt, Regular

**Benefit Eligible:** Full, per personnel policies

### **Summary:**

#### **Conservation Corps New Mexico:**

Conservation Corps New Mexico (CCNM) 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. CCNM provides youth and young adult's opportunities to complete conservation projects on public lands in southern New Mexico. CCNM is a pilot program, currently supported by Arizona Conservation Corps, which runs programs year-round and has main offices in Flagstaff and Tucson, AZ. During peak season, 2-5 crews may be supported by staff based in Las Cruces at the same time.

#### **Position Summary:**

The Program Coordinator's primary responsibilities are: recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders, and Assistant Crew Leaders; supporting and maintaining partnerships through partner coordination, project development, and reporting; overseeing and maintaining consistent quality control, risk management, and program integrity. Although significant support will come from AZCC staff, this position will be our on-the-ground representation for our new CCNM programming and will also work to establish an operations base, recruitment contacts, and relationships in Las Cruces. Both office and field work are required in this position and the ability to work a flexible schedule is critical.

#### **Essential Responsibilities and Functions:**

##### **Staff Support**

- Work in collaboration with the Associate Director and other AZCC staff to recruit, hire, train, mentor, evaluate, supervise, and support local staff and crew leaders.
- Work with other staff on pressing projects when appropriate, including recruitment efforts and shop tasks.

##### **Project Support**

- Coordinate and schedule Local Crew activities and projects with a diverse array of land managers.
- Determine and develop project expectations and specifications, working with project partners. Communicate work plans to Field Supervisor.
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Maintain a staff presence in the field, including occasional overnight stays.
- Collect data from crews on an on-going basis. Maintain and organize multiple information systems and databases.
- Produce high quality reports for project and community partners.
- With the help of the CCNM Field Supervisor and Logistics Coordinator in Tucson, ensure the shop, fleet, and equipment in Las Cruces are stocked and maintained and that crews' logistical needs are met

**Other Duties**

- Assist the Associate Director, Operations Director and Training Director with a wide variety of in-house trainings such as trainings on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace, as well as a weeklong orientation for incoming Corps members. The Program Coordinator may also be involved with other on-the-job trainings such as advanced felling, fence construction and maintenance, rigging, and historic preservation.
- Participate in program promotional activities.
- Establish and maintain local recruitment contacts, schedule outreach events, and assist the Recruitment Team with interviews.
- Serve as a responder to CCNM field emergencies, including being “on-call” for after-hours support.
- Assist with other general duties as needed or assigned by supervisor.

**Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Local Program Coordinator is required to sit, stand, walk, speak and hear. The Local Program Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Local Program Coordinator may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Qualifications:**

- Bachelor's Degree in Environmental Science, Natural Resources, Forestry, or a related field OR prior experience working for a Conservation Corps, or AmeriCorps program –
- Two years minimum applied field experience in conservation or land management field work
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Technical competence and experience in dry stone masonry, full bench trail construction, chainsaw operations for riparian restoration and fuel reduction
- Proficiency with office equipment and software including Microsoft Office and database management; ability to manage data in an organized, consistent, and timely manner
- Ability to work indoors for extended periods of time.
- Ability to pass Conservation Legacy's Criminal History Checks
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and members

**Preferred Qualifications:**

- Experience supervising and supporting Crew Leaders in a staff role at a Conservation Corps program.
- Prior experience with remote management

**To Apply:** Send cover letter, reference contact information, and resume directly to Lee Gault, Associate Director ([lgault@conservationlegacy.org](mailto:lgault@conservationlegacy.org)). Applicants will be screened using a matrix built from the position description; please ensure resumes reflect relevant experience.