

JOB ANNOUNCEMENT



POSITION TITLE	SENIOR DIRECTOR OF CORPSMEMBER & COMMUNITY RESILIENCY	
DEPARTMENT/SITE	EXECUTIVE/NORTHEAST LA	
REPORTS TO	CHIEF EXECUTIVE OFFICER	
FLSA STATUS	FULL-TIME/EXEMPT	
RECRUITMENT FOCUS	INTERNAL AND EXTERNAL APPLICANTS	
REVISED POSTING DATE: 9/7/21	INTERNAL CLOSING: OPEN UNTIL FILLED	EXTERNAL CLOSING: OPEN UNTIL FILLED

ORGANIZATION SUMMARY

The LA Conservation Corps (“the Corps”) is a private, non-profit organization that has helped at-risk young adults develop themselves since 1986. The Corps is an environmentally focused youth development organization and employment social enterprise. To date, more than 30,000 young people have participated in the Corps’ on-the-job training and work experience projects, learning new skills while contributing to the quality of life for residents of the greater Los Angeles area.

MISSION

The primary mission of the LA Conservation Corps is to provide at-risk young adults with opportunities for success through job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

POSITION SUMMARY

Reporting to the Chief Executive Officer, the *Sr. Director of Corpsmember & Community Resiliency* is responsible for enhancing current public and private partnerships and cultivating new ones to elevate the Corps to the next level in its growth and development and to expand and improve programmatic offerings to and outcomes for the opportunity youth we serve. This member of the Corps’ Executive Management Team will oversee the Corps’ Corpsmember Development Department, which is responsible for delivering case management and employment transition support to the Corps’ young adult participants (whom we call Corpsmembers), and participate in many of the projects identified through the organization’s recent Strategic Roadmap process, especially those to support the revamping of the Corps’ Green Career Pathways. He/she/they will partner with colleagues on the Executive and Senior Management Teams to ensure the long-term sustainability and strategic growth of the organization, developing strong pipelines of prospective Corpsmembers into the organization and “graduating” Corpsmembers out of the Corps and into jobs and/or post-secondary educational opportunities and represents the organization in the community in conjunction with the CEO and other senior leaders. The role will also oversee implementation of the Corps’ diversity, equity and inclusion action plan/activities and work with the CEO and Director of Administration to develop and implement learning and capacity-building initiatives for staff and Corpsmembers.

ESSENTIAL RESPONSIBILITIES:

PROGRAM/DEPARTMENT LEADERSHIP

- Provide general oversight associated with the Corps’ Corpsmember Development Department including program development, implementation and evaluation; financial planning and budget management; and collaboration with Conservation/Work Programs to ensure Corpsmembers’ success both during and after the Corps.
- Lead the department (of 7-10 staff) and develop and implement plans to grow it to meet current and future needs related to supportive services delivery, case management and transition support for 300+ Corpsmembers each year.

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- Educate your team by sharing what you know, using a coaching and mentoring approach; expose your team to learning and development opportunities.
- Provide leadership in the further development, implementation and evaluation of objectives and priorities for the Corps' Green Career Pathways Program, which provides a framework for a Corpsmembers time at the Corps.
- Independently carry out major department and program responsibilities including monitoring and evaluation of activities, development of funding opportunities, facilitation of key program development committees, strategizing with management staff for effective program delivery and engaging "bridge" employers for internship and job opportunities for Corpsmembers at exit.
- Monitor the level of Corpsmember integration across programs and seek opportunities to enhance integration, capacity, diversity, equity and inclusion.
- Provide expert advice to the CEO, Deputy Director of Operations, Program Directors and Development Department with respect to best practices in workforce development programs/activities.
- Contribute insight on and input into Corps-wide strategy and problem solving, as member of senior leadership.

PARTNERSHIP DEVELOPMENT

- Develop partnerships and cultivate relationships with prospective partners in order to move the program into areas of service and activities that have the greatest potential for long-term program stability; specifically, identify and build key relationships to ensure the success of the Corps' Career Pathways Program and the Corps' vision to place every Corpsmember into "bridge" employment or enroll them in college or another post-secondary training/educational opportunity at exit.
- Collaborate with cross-functional teams to structure and execute business initiatives, lead analysis and develop and communicate final recommendations for growing partner relationships.
- Partnering with the Director of Development & Communications, conceptualize new strategic initiatives that could be built around or benefit from corporate, foundation, government or other partnerships and together implement a public messaging campaign to support partnership goals.
- Drive a relationship management program to support the Corps' government outreach plan and external relations activities.
- Represent the Corps at public and private events.

DIVERSITY, EQUITY & INCLUSION

- Lead and provide oversight of the advancement of organizational diversity, equity and inclusion (DEI) goals; develop and implement related training, programming, evaluation and reporting activities and processes.
- Promote Corps-wide understanding of issues related to DEI and social justice; with Director of Administration, facilitate related individual and team learning, leadership and personal growth activities for Corpsmembers and staff.
- Support new staff and Corpsmember orientations and professional development re: organizational DEI goals.
- With senior leadership, assist in the development of organizational DEI goals, metrics and evaluations and assists in related data collection, analysis and reporting.

Other duties, as assigned.

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Demonstrate sensitivity and understanding and can effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds.

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- Skilled at lifting up the power and promise of marginalized groups vs. focusing on the problems and pathologies put upon them by dominant society.
- Experienced at recognizing vulnerability, both in yourself and in others, so that you have compassion for yourself and others when under stress and when things don't go as planned.
- Find ways to feel restored and fueled throughout the day/week, so that you can best contribute to our organizational goals and mission.
- Skilled at prioritizing and setting boundaries so that you can focus on each project with clarity and a feeling of accomplishment.
- Exemplify accountability, responsibility and dependability.
- Demonstrate strong analytical skills (financial, planning, operational) characterized by identifying, assimilating and comprehending the critical elements of various situations, and extracting and interpreting the implications of courses of action.
- Demonstrate excellent communication and presentation skills (verbal and written) characterized by actively listening and ensuring respectful two-way communication.
- Demonstrate successful teamwork through cooperation and collaboration with others.
- Practice good judgment; evaluate alternatives in the achievement of quality outcomes.
- Passionate about the Corps and ability to articulate its mission.
- Advanced level of computer skills (Microsoft Office environment) including software and Internet research.

EDUCATION/EXPERIENCE

- A Bachelor's degree (from an accredited institution) in a related field (e.g., public administration, business administration, public affairs, nonprofit management, etc.); a *minimum* of five (5) years of program design and management/leadership experience working in the areas of youth and workforce development; and, experience managing a department is **required**.
- A Master's degree (from an accredited institution) in a related field and previous experience working in the non-profit or public sector and a background in diversity, equity and inclusion programming or initiatives is **preferred**.

OTHER DUTIES AND REQUIREMENTS

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility).
- Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment.
- California Class C Driver's License, validation of a California Class C Driver's License, validation of driving record and approval of commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California.
- Occasional use of private vehicle for company purposes; validation of driving record and approval of commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the State of California. Mileage will be reimbursed at the Internal Revenue Service (IRS) standard mileage rate.
- Reference checks will be conducted; employment is contingent upon receipt of acceptable references.

SALARY AND BENEFITS

- Salary \$93,035.08 - \$124,879.30 annually (reflects the entire salary range). A starting salary higher than \$93,035.08 annually is based on a level of experience and education that significantly exceeds the minimum requirements and is commensurate with the compensation scale (salary range).
- Medical, Dental, Vision Benefits
- Vacation, Sick and Personal Holiday Benefits

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APPLICATION PROCEDURE

Apply through Paycom and upload a cover letter and resume. The LA Conservation Corps only employs individuals who are lawfully authorized to work in the United States.

Based upon a review of your resume, application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements. Applicants who need reasonable accommodations to apply or interview for this position must notify Human Resources at least four (4) business days before the closing date of the position or, if applicable, at the time an interview is scheduled.

AA/EEO STATEMENT

It is the policy of LA Conservation Corps to seek and employ qualified workforce at all locations, job sites, and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination.

LA Conservation Corps
Equal Opportunity Employer
www.lacorps.org