

Staff Position Description

Title: Adult Program Manager

Starting Salary Range: \$21.33 – 24.72 per Hour DOE

Location: Salida, CO

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, PTO, *per Personnel Policies*

Reports to: SCC Los Valles Program Director

Organizational Summary:

The Southwest Conservation Corps (SCC) is a program of the non-profit service organization, Conservation Legacy, that is built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933 – 1942. SCC provides youth and young adults opportunities to complete conservation projects on public lands. While serving with SCC, members receive training on job skills, conflict resolution, leadership, teamwork, and environmental stewardship. Programs are developed using a step ladder approach to provide a progression of skill development based on a member's needs. Members receive a weekly living allowance, training, and an AmeriCorps Education Award (for qualifying individuals).

Position Summary:

The Adult Programs Manager (APM) is responsible for the programmatic execution and overall quality of all crew-based adult programs run out of SCC's Los Valles office, including affinity-based models such as the Leaders of Color Corps, Women's+ Saw Crew and the Veteran's Fire Corps. The APM oversees operational support of adult operations and supervises the Adult Program Coordinator and seasonal crew leaders, provides support to adult crews in the field, and maintains timely and effective communication with project partners. The position is approximately 70% office-based and 30% field based, with field visits that may include emergency trips and overnight stays. Crew Leader Training season, April-May, requires a strong and consistent field presence from the APM. A successful candidate will have strong technical conservation skills and ability to manage highly complex programming.

Position Requirements:

Priority I: Experience with Populations Served

- Experience and effectiveness in working with a variety of demographics, including Black and Latinx communities, Post-911 Veterans, LGBTQIA+, and Opportunity Youth.
- Proficiency in risk management and pertaining to working with communities of color in remote locations, and consideration of physical and emotional safety.
- Effective mentorship and support of young adults in their professional development.

Priority II: Program Management

- Ability to arrange projects appropriate to the skill and output level of adult crews, organizing project details and logistical requests and maintaining project partnerships.
- Supervision of adult program coordinator and crew leaders, including seasonal hiring, administrative duties, auditing of necessary paperwork, and field support.
- Collaborate with other office staff on management of shared program resources and priorities, including budgeting, logistics, risk management, and administration.

Priority III: Conservation Skills

- Technical proficiency in a variety of conservation skills, including B-level chainsaw skills, crosscut saw, trail maintenance and construction, fire/fuels reduction, invasive species management
- Proficiency in variety of project models and camping setups, especially backcountry travel, working at altitude, and associated risk management concerns
- Ability to inform and enforce risk management practices necessary for the complexity and volume of the adult program.

Priority IV: Communication & Facilitation

- Strong facilitation skills for providing technical skills trainings to staff, crew leaders and members
- Willingness to obtain future certifications to support program capacity and variety of project work
- Excellent written and verbal communication skills to serve as a hub of communication for Adult Program staff as well as external partners.

Organizational Advocacy

- 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.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

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. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

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 BIPOC communities.
- Ability to operate Microsoft Office pro and CRMs, such as Salesforce
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- 5 years of directly related experience in conservation work.
- Wilderness First Responder (or ability to acquire within 3 months of hiring) AND demonstrated good judgment and problem solving in emergency situations required.
- Excellent written and verbal communication skills
- Chainsaw B-faller or ability to acquire within 3 months of hiring

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, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

To Apply:

1. Send Cover letter and resume to Thérèse d’Auria Ryley at tryley@conservationlegacy.org. Position open until filled. Priority given to applicants who apply prior to February 17, 2023
2. Cover Letter Must Include: Subject line includes “Applicant_(Your Name)”.

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

X
