



Title: Ancestral Lands Individual Placements Program Coordinator

Date: August 2020

Reports to: Ancestral Lands Director

Grade: A, starting salary range \$15.00 – 18.00/hour

Status: Full-time, Hourly, Non-exempt

Location: One of our five Ancestral Lands office locations (Albuquerque, Gallup, Acoma, Hopi, Zuni)

Benefit Eligible: Full as per Personnel Policies

Summary:

The Ancestral Lands Individual Placements Program Coordinator is responsible for implementing effective and efficient administrative support of individual placement and intern cohort programs within Ancestral Lands, recruiting and placing about 15 - 30 AmeriCorps interns per year within the geographic region served by Ancestral Lands. This position interacts with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. This person will work with the SCC IP Program Manager and IP Program Coordinator to support and manage the IP program across the region interacting and communicating with Ancestral Lands Director and Program Directors (PDs). The AL IP Program Coordinator will report directly to the Ancestral Lands Director. AL is strongly committed to Diversity, Equity and Inclusion initiatives within its programs.

Essential Accountabilities and Functions:

Individual Placement Recruitment, Interviewing and Selection

- Work with local community organizations, colleges and universities, and Tribal programs to recruit applicants for open IP positions, up to 30 positions
- Identify and develop new recruitment opportunities
- Review applications, sometimes in collaboration with project and community partners or SCC IP Program Manager and Coordinator, and schedule and conduct interviews
- Select and offer positions
- Work with administrative staff to onboard IPs

Partner Support and Position Development

- Work with SCC IP Program Manager and IP Program Coordinator and AL Director and PDs to manage and support current partner sites and site supervisors for all intern programs.
- Work with 5 – 10 agency partners to manage and support current sites and supervisors for all IPs.
- Collaborate with host agency sites to develop position descriptions.
- Coordinate and support other initiatives that support the program(s)

Program Support and Administration

- Implement effective and efficient administrative systems for recruitment, enrollment, evaluation, exiting, reporting, and marketing.
- Create and develop Ancestral Lands social media material.
- Collect and compile information for reports and internal/external news and reports.
- Communicate regularly with program staff to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement.
- Provide ongoing support for all members including the development and implementation of orientation and training and member development opportunities.

- Work closely with other staff to identify areas of additional support needed and meet needs as applicable.
- Ability to be flexible and work on diverse projects as the work needs change.
- Ensure the enforcement of program and risk management policies.
- Collect and manage tracking of receipts, expenses, reimbursements, and other basic budgetary needs.
- Collaborate with crew-based program support staff to help develop and implement recruitment strategy.

Participant or Member Management

- Develop AmeriCorps positions with many different project partners
- Select and place interns across the region based on partner interest and funding availability.
- Ensure that all open positions are filled in a reasonable amount of time.
- Collect, compile and process all required intake and enrollment materials.
- Manage online systems that are necessary for successful program operations.
- Help support and improve systems for member selection and admissions processing.
- Coordinate timesheet and payroll processes for all IPs, and provide appropriate information to Conservation Legacy business office as needed.
- Assist with management of current AmeriCorps slot allocations and changes as they happen.

General Administration

- Assist with workers compensation and state tax identification concerns as needed
- Participate in weekly staff meetings and support staff as appropriate.
- Participate in weekly statewide, regional, and development staff meetings and support other staff as appropriate.
- Serve as an on-call resource for IP and Field Crew risk management system.
- Coordinate across Conservation Legacy's Individual Placement programs for systems development.
- Lead or participate in organizational-wide intern efforts to develop support of other Conservation Legacy intern program.

Regional and Organizational Support

- Maintain productive relationships and interface significantly with the other staff to provide assistance and communication regarding administrative details, program items and potentially assist with internship placement activities.

Physical Requirements:

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

Qualifications:

- Minimum of 1 year of managing administrative systems in non-profit or similar organizations.
- Previous programmatic experience with a Corps, AmeriCorps, youth serving organization or Federal Agency highly preferred.
- Current Wilderness First Responder certification, or willingness to obtain
- Experience with human resources management and admissions/hiring processes.
- Outstanding organizational and time management skills, and ability to prioritize.
- Self-motivated, decisive, and able to work independently.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand administrative needs as they arise.
- Insurable driving record and the ability to pass Conservation Legacy's criminal history checks.
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database.

- Positive, entrepreneurial attitude and attentiveness to detail are both a definite plus.
- Preference given to bilingual applicants, with strong preference given to English/Spanish speakers

To Apply:

Please send cover letter and resume to Chas Robles chas@conservationlegacy.org . ***Position is open until filled, though applications received by July 17th will be given preference. Interviews will likely start the week of August 3rd.***

Ancestral Lands is a program of Conservation Legacy, and is an Equal Opportunity Employer.