

Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Ancestral Lands Administrative Manager **Date:** 01/04/2021

Reports to: Ancestral Lands Operations and Logistics Director

Starting Salary: Grade C, \$19.00 to 24.00 per/hour

Location: Albuquerque or Gallup, NM

Status: Full-Time, Non-Exempt

Benefit Eligible: Full Benefits Eligible per Personnel Policies

Program Summary:

Ancestral Lands (AL) is a program of Conservation Legacy (CL). AL provides conservation service opportunities for indigenous youth, young adults, and recent-era military veterans in New Mexico and Arizona and works with other Native American communities and conservation corps across the country to provide similar opportunities. Our vision is to lead our Nations back to ecological and cultural well-being and we do this by empowering individuals to positively impact their lives, their communities, and the environment. AL's crews are supported from operational bases in Acoma Pueblo, Albuquerque, Zuni Pueblo, Gallup, and Kykotsmovi (Hopi).

Position Summary:

This critical position will be responsible for and oversee the administrative management for the daily operations and the maintenance of databases and systems for Ancestral Lands Conservation Corps (ALCC) and will provide general administrative assistance to Conservation Legacy. This position will coordinate administrative duties and manage processes across all Ancestral Lands' office locations and geographic reach, including providing direction and training to ALCC staff. Some travel and overnight stay may be required.

Essential Responsibilities and Functions:

Accounting

- Management of petty cash, which includes obtaining proper approvals and ensuring Conservation Legacy Manual procedures are followed for monthly reconciliation and communicates with Central Staff regarding petty cash reconciliations with the organization's policies.
- Support the development of effective and efficient administrative systems that interface with Business Office needs.
- Represent ALCC operational needs when developing administrative systems for Accounting and Payroll.
- Manage invoicing for grants and agreements as needed.

Payroll and Human Services

- Enter seasonal staff, participants, and AmeriCorps members into Evolution Payroll System (EVO).

- Manage payroll summaries, obtain proper approvals, and process and compile payroll documentation.
- Process bi-weekly payroll and member stipends for ALCC.
- Enter seasonal staff, participant employee, and AmeriCorps members into organization database system, and regularly monitor and manage approved timesheets and “My Member Information” entries.
- Conduct Criminal History Checks (CHC), fingerprinting, and general tasks to process these in a timely manner.
- Facilitate collection and maintain accurate Human Resources and AmeriCorps files and records throughout the employee’s employment and/or members’ participation.

Database Management

- Track and update spreadsheets for AmeriCorps participants’ information, including demographic information, pre-participation employment and education status, and post-participation employment and education status.
- Use organization’s data systems to maintain and manage standard flow of all ALCC data entry to include but not limited to personnel records and project reports.
- Generate reports on salaries, AmeriCorps Education Awards, hours served, etc. for reporting and budgetary purposes.
- Train ALCC staff and participants on data entry standards and procedures and ensure expectations and deadlines are being met.

Field Operations Support

- General administrative support and training for program operation needs, including travel to other ALCC offices providing direct administrative support and training as needed.

General Office

- Oversee and assist in maintaining and updating office equipment and supply inventory as needed.
- Create and or support innovative and efficient administration in all AL offices.
- Be familiar with all Conservation Legacy business and administration policies, protocols, and expectations to ensure they meet AL’s needs and realities.
- Advocate on behalf of ALCC staff and participants regarding the creation of policies, protocols, and expectations.

Other Duties

- Perform a variety of other administrative duties to ensure efficient office operations for ALCC and Conservation Legacy.
- Facilitate weekly check-ins with ALCC staff to review priorities, challenges, deadlines, processes, etc. to ensure that all administrative tasks are completed on time and that staff are knowledgeable about the processes.
- Participate in weekly staff meetings and other collaborative team meetings as needed.
- Establish and maintain effective working relationships with employees, other agencies, and the general public.
- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities that we serve.

- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions this position is required to sit, stand, walk, speak, and hear. This position *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. 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.**

Minimum 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, especially within indigenous communities.
- Associates degree OR equivalent work experience
- Minimum 2 years' recent experience working in Administration, as an Administrative Assistant, Accounting Clerk, or HR Assistant, or previous experience working with a Corps program.
- Outstanding organizational and time management skills and ability to prioritize.
- An aptitude for data entry systems and capability to train others in its use.
- Experience with influencing diverse groups of employees to achieve common goals.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Proficient in Microsoft Office Suite programs and applications (Word, Excel, Outlook), or similar platforms.
- Ability to keep others in remote locations, accountable to expectations.
- Must be able to pass the organization's criminal history background check requirements.
- Has a valid driver's license and an insurable driving record.

To Apply: Send Cover letter and resume to Michellsey Benally michellsey@conservationlegacy.org
Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to the BIPOC community & other underrepresented populations, in personal or professional context.***

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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.