Title: Program Coordinator - Ancestral Lands Navajo

Date: 9/19/2016

Reports to: Ancestral Lands Program Director

Salary: Group III

Location: Gallup, NM

Status: Full Time, Exempt, Regular

Benefit Eligible: Full

Summary:
The Southwest Conservation Corps' Ancestral Lands program has served Native American communities since its inception in 2008 by offering on-the-job training opportunities, cultural reconnection, and professional and leadership development. The program’s Vision Statement is “Native youth leading our Nations back to ecological and cultural well-being.” The Ancestral Lands – Navajo (AL-N) program has continued to develop and grow since beginning in earnest in 2013.

The Program Coordinator’s primary responsibilities are to: supervise the recruitment and selection of Crew Leaders and Corpsmembers for all programs including adult conservation and chainsaw crews, youth day and camping crews; to coordinate communication between the field and the office in addition to supporting, supervising and mentoring all field staff (including seasonal Field Supervisors and Crew Leaders); to ensure crews are both supported and prepared to maintain safety, program integrity, and quality projects in the field; and to train Crew Leaders and Corpsmembers in chainsaw safety, operations and maintenance; fence construction and maintenance; habitat restoration; and other conservation techniques. Both office and field operations are required by this position and a flexible schedule is a must! On a normal year, the Gallup-based office runs a minimum of 10 months of fee for service work, hiring approximately 100 corps members. The Program Coordinator will also supervise a Recruitment Coordinator, Field Supervisor, Crew Leaders, and an AmeriCorps VISTA.

Essential Responsibilities and Functions:

Recruiting Corpsmembers and Crew Leaders

- Work with and supervise the Recruitment Coordinator to develop and implement a Crew Leader and Corpsmember recruiting strategy targeting the Navajo Region.
- Supervise and support Recruitment Coordinator to ensure we have enough quality applicants to fill all positions.

Interviewing Selection and Placement

- Work with Recruitment Coordinator to create job descriptions and applications for all Crew Leader and Corpsmember positions.
- Coordinate and/or complete the interviewing, selection, and placement of 10 – 20 Crew Leaders and 100 - 120 Corpsmembers annually.
- Supervise and support the Recruitment Coordinator to ensure all paperwork is completed and uploaded before Crew Leaders and Corpsmembers begin their term of service

Field Staff Support
Supervise year-round staff: Recruitment Coordinator and VISTA
Supervise and support seasonal field staff to include all Field Supervisors and Crew Leaders.
Mentor field staff with positive supervision and acts as a reference for post SCC endeavors.

Program Supervision, Oversight and Support
- Supervise Recruitment Coordinator, Field Supervisors, AmeriCorps VISTA, and Crew Leaders. Mentor and support these positions in professional development as well as holding them accountable.
- Field staff mentorship – provide technical expertise, guidance, emotional and program support, and identify positive working solutions to crew management issues for crew leaders.
- Ensure project quality and quantity by providing technical assistance to and accountability of crew leaders in the field.
- Model risk management procedures in the field to create a safe working environment.
- Lead check-ins with crew leaders during de-rigs.
- Create project specifications for crews and conduct visits with project partners.
- Enforce all SCC Policies and Procedures.
- Respond to crew emergency situations.
- Participate in a weekly on-call system for crews in the field.

Staff Development and Training
- Hire crew leaders and seasonal field staff as needed.
- Work with the Program Director to develop and implement Crew Leader Trainings
- Assist the AL program staff to develop and implement technical trainings for crews working on specialized projects.

General Administration
- Work within the established program budget and report purchases to the Program Director.
- Complete program required paperwork and meet required deadlines and expectations to remain in compliance with a variety of funding sources.

Physical Requirements:
Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Coordinator is required to sit, stand, walk, speak and hear. The 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 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.

Minimum Qualifications:
- Strong knowledge and experience in working with Native American Communities.
- Expert skill level in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, fencing, managing backcountry crews.

September 2016
C. Robles
• Leadership experience with Conservation Legacy, conservation corps program, or a youth serving program
• Current Wilderness First Responder and 1st Aid/CPR certifications, or willingness to obtain certifications; demonstrated good judgment and problem solving in emergency situations required.
• Valid driver’s license and an insurable driving record.
• Must be able to pass a criminal history background check.
• Excellent communication, leadership, mentoring, and facilitation skills required.
• Flexibility, adaptability and capacity to work in a fluid, changing work environment.
• Strong conflict resolution and team building skills preferred, solution-oriented a must!
• Able to work independently and also to motivate others.
• Computer literate (MS Word, Excel, and Outlook proficient).
• Proficient in computer programs, databases, other technology.
• Desire to spend time in the company of youth and young adults; ability to instigate fun!

Preferred Qualifications:
• Primary preference will be given to enrolled members of the Navajo Nation and secondary preference will be given to enrolled members of other federally recognized tribes
• Fluent speaker of Diné bizaad, or have a strong working knowledge and speaking skills of the Dinè language
• Demonstrated organizational and managerial experience.
• Bachelor’s degree in related field.

To Apply: Send Cover letter and resume to Chas Robles, Program Director chas@conservationlegacy.org