



Title: Individual Placement Support Coordinator
Reports To: Individual Placement Program Director
Start Date: September 2017
Salary Group: 2 (30 – 33K DOE)

Location: Tucson or Flagstaff, AZ
Status: Year-round, Full-time, Exempt
Benefits: Full Eligibility

Arizona Conservation Corps (AZCC):

Arizona Conservation Corps, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930's. AZCC is focused on connecting youth, young adults, and recent era military veterans with conservation service work projects on public lands. AZCC operates programs across Arizona that engage individuals and strengthen communities through service and conservation. AZCC has program offices in Flagstaff and Tucson. For more information about Arizona Conservation Corps, please visit www.azcorps.org.

Position Summary:

The Individual Placement (IP) Support Coordinator works closely with the IP Program Director on AZCC's Individual Placement Program. Responsibilities include; Recruiting for IP positions, outreach efforts, conducting interviews, selecting IP program members, and working through the onboarding process with incoming members. The IP Support Coordinator will also provide support for members during their terms of service. This position interacts with other Conservation Legacy and Arizona Conservation Corps staff on admissions processes, member tracking, and other areas of administrative support.

The AZCC Individual Placement program provides opportunities for roughly 60 members annually to serve directly with partner organizations. IP projects vary widely – examples include recreation access, GIS and mapping, monitoring and compliance, and interpretation.

Essential Responsibilities and Functions:

Admissions:

- Post Individual Placement positions on social media, job recruitment web sites, and circulate within appropriate professional and academic circles
- Review application materials, schedule and conduct interviews
- Working with Individual Placement Program Director, select and place Individual Placement members across Arizona and New Mexico.
- Assist with orienting members to AZCC's culture, processes, and policies
- Collect, compile and process all required intake and enrollment materials
- Monitor member start and end dates for proper enrollment and exit paperwork, suspend members, and reinstate them as needed

Program Support and Administration:

- Collect and compile information for AmeriCorps, agencies, and other reporting needs
- Maintain member files, ensuring that all items are completed correctly and on time
- Work closely with the Recruitment and Member Support team to ensure recruitment efforts and tracking systems are effective and aligned
- Provide ongoing support for all members including the development and implementation of orientation and training opportunities

- Assist with administrative tasks such as travel reimbursements for members, collection of receipts, and tracking of expenses
- Plan and provide career development opportunities including resume writing workshops and networking events with federal, state, and local land management agencies
- Provide post-AmeriCorps workshops, instructing members on ways to use Segal Education Awards and the PLC Hiring Authority as appropriate
- Conduct site visits to ensure program quality as time and schedules allow
- Work a flexible schedule, including some nights and weekends

Other Duties:

- Participate in program promotional activities
- Participate in weekly staff meetings and other meetings as appropriate
- Assist Recruitment and Member Support team members with other activities as time and priorities allow
- Assist with other general duties as needed or assigned by supervisor

Required Skills:

Minimum Qualifications:

- Experience in program recruitment and administration
- Excellent internal and external communication skills, both verbal and written
- Outstanding organization and time management skills
- Proficient in all Microsoft Office Suite applications and ability to manage information in an organizational database
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment
- High school diploma or GED
- Valid driver's license, insurable driving record, and acceptable background check

Preferred Qualifications:

- Previous experience with a conservation corps program, youth service organization, or AmeriCorps program
- BA/BS degree from a four-year accredited academic institution
- 1 or more years of experience in program recruitment and administration

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions, the IP Support Coordinator is required to sit, stand, walk, speak and hear. The IP Support 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 ability to drive an AZCC vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

To Apply:

Please send a cover letter, resume, and reference contact information directly to Tucker Herbert (tucker@conservationlegacy.org). Applicants will be screened using a matrix built from the position description; please ensure resume reflects relevant experience. Position is open until filled and subject to close without notice.