



Title: Recruitment and Member Support Coordinator
Reports to: Recruitment and Member Support Director
Salary: Group 2 (\$30,000 – \$33,000)
Location: Flagstaff, AZ
Status: Full, Exempt, Regular
Benefit Eligible: Full

Date: July 21st, 2017

Summary:

Oversee all AZCC member admission and member experience processes and procedures out of the Flagstaff, AZ office. Oversee member recruitment working with key staff to develop and implement recruitment practices, conduct interviews and hire Corpsmembers. Outreach and community event planning as well as establishing networks and partnership building are also essential to the role of the coordinator. The Recruitment and Member Support Director will supervise this position.

About AZCC: Arizona Conservation Corps operates a variety of urban and camping conservation corps programs across Arizona and southern New Mexico from offices in Flagstaff, Tucson, and Pinetop-Lakeside. AZCC programs support individual placements, small teams and crew-based models in conservation activities that promote personal growth, experiential learning and an ethic of natural resource stewardship. AZCC's mission is to engage individuals and strengthen communities through service and conservation.

Essential Responsibilities and Functions:

Admissions

- Recruit, interview and select for AmeriCorps positions by creating position descriptions and posting them electronically to job recruitment sites.
- Attend job fairs at regional colleges, high schools and career centers.
- Monitor and post updates in social media outlets
- Support and implement AZCC marketing strategies for recruitment as well as to increase brand awareness
- Monitor member start and end dates for proper enrollment and exit paperwork, suspend members and reinstate them as needed and monitor appropriate member evaluations.
- Order and process member criminal history checks (CHC).
- Track member hours throughout their service terms.
- Create, manage and archive member files both physically and electronically.
- Collect, monitor and analyze volunteer project accomplishments and member demographics for State and National quarterly grant reports and semi-annual Progress Reports.

Member Support

- Assist with Leadership and Corpsmember trainings and orientations as needed.
- Create and implement member service projects including AmeriCorps Week, September 11th Day of Service, Martin Luther King Day of Service, and Make a Difference Day.

- Serve as an active member of the Flagstaff community in various capacities, including, but not limited to, being a part of coalitions and service organizations for building partnerships and resources for members.
- Assist members in development of their own service projects.
- 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.
- Coordinate and execute member graduations.
- Teaching principles, practices, methods, techniques relating to natural resource field work and community service activities; and
- Establish and maintain effective working relationships with employees, other agencies and the public; and
- Work a flexible schedule, including some nights and weekends.

Physical Requirements:

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

- Minimum of six months of experience in program recruitment and administration.
- Experience with customer service and data management.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization.
- Excellent written and verbal communication skills
- Minimum of educational experience: high school diploma or GED
- Valid driver's license and an insurable driving record.
- Proficient in Microsoft Office Suite.
- Must be able to pass a criminal history check.

Preferred Qualifications:

- Previous experience with a corps program or youth serving organization or AmeriCorps programs.
- Completed educational experience: Four-year degree from an accredited academic institution.
- 1 or more years of experience in program recruitment and administration.

To Apply: Send Cover letter and resume to Joel Garcia, Recruitment and Member Support Director - joel@conservationlegacy.org

Position Close Date: Open Until Filled

Updated July/2017

Joel Garcia, Recruitment Director