

Nevada Conservation Corps Recruitment & Compliance Coordinator

Job Description:

Founded in 1999, the NCC is a well-established statewide environmental program with more than 175 annual participants. This position will lead aspects of program outreach, recruitment, on-boarding, and administration of AmeriCorps volunteers for the Great Basin Institute's Nevada Conservation Corps AmeriCorps program. We are seeking an organized, detail oriented, and highly motivated individual to continuously improve existing program recruitment and outreach materials, as well as explore new recruitment tools and outlets. This position will work closely with the NCC Program Director to manage all aspects of AmeriCorps compliance as it relates to policies and procedures, paperwork/file processing, participation tracking, and reporting for the Great Basin Institute's Nevada Conservation Corps AmeriCorps program.

Essential functions and duties will include:

- Advertise and market all available volunteer and employment opportunities via GBI's website, on-line job boards, newspapers, social media outlets, posters, public presentations, job fairs, community events, etc.;
- Develop and maintain relationships with colleges/universities, professional societies, non-governmental organizations, and other sources to maintain program visibility for potential candidates;
- Screen, interview, complete reference checks, and conduct federal and state background checks for 175 AmeriCorps volunteer positions;
- Lead weekly outreach & recruitment meetings to provide regular updates to GBI senior leadership on the status of program recruitment efforts;
- Generate, distribute, collect, file, and monitor submission for all required AmeriCorps volunteer paperwork;
- Assist NCC Program Director with administrative tasks, including tracking AmeriCorps volunteer service, training, and fundraising hours, attendance, time off requests, payroll processing, volunteer performance evaluations, and enrollment and exit from the AmeriCorps grant;
- Lead AmeriCorps member personnel file audit program to ensure compliance with AmeriCorps grant requirements;
- Assist with program and organizational reporting;
- Perform other tasks/ projects as assigned.

Reports To: Nevada Conservation Corps Program Director

Qualifications:

- Bachelor's Degree or certification in Human Resource Management preferred;
- One year of work experience with Conservation Corps or in the non-profit sector preferred;
- Experience with AmeriCorps or community volunteer management;
- Strong organizational skills, detailed oriented, and highly motivated to seek continuous improvement;
- Excellent interpersonal, verbal, and written communication skills;
- Proficiency with Microsoft Word, Excel, Applicant Tracking and Human Resource Information Systems;
- Ability to pass a National Sex Offender Registry, FBI Fingerprint, and State fingerprint criminal history background checks.

- A valid driver's license with no major infractions in the past three years;
- Ability to work a flexible schedule.

Location:

The scenic Great Basin Institute headquarters, nestled at the base of the eastern escarpment of the Sierra Nevada mountains, is located 20 minutes from Lake Tahoe and four hours from San Francisco and the Napa-Sonoma wine country. Reno has an estimated population of just over 230,000; the greater Reno-Sparks metropolitan area has a population of just over 435,000. The city sits in a high desert at ca. 4,500 feet in elevation, at the foot of the Sierra Nevada mountains along the Truckee River, as it flows from Lake Tahoe to Pyramid Lake. Weather is mild, but with a distinct four seasons. Reno offers easy access to world-class outdoor recreation, with a 3- to 5-hour drive to Yosemite and Death Valley National Parks, the Pacific Ocean, and California redwood forests. Closer to home, Nevada boasts more natural hot springs than any other state in the country, over 150 named mountain ranges, and 30 mountain peaks over 11,000 feet. In Reno, recreation and entertainment includes 8 major ski resorts within two hours of the Reno-Tahoe airport; fishing and boating on Lake Tahoe, the Truckee River, and Pyramid Lake; minor league baseball with the Reno Aces (the Triple-A affiliate of the Arizona Diamondbacks); cultural festivals throughout the summer along the banks of the Truckee River; and a small but growing collection of craft microbreweries and micro-distilleries. For more, visit <http://www.movoto.com/reno-nv/moving-to-reno/>

Compensation:

- Rate of Pay: \$30,000 - \$32,000 yearly salary, DOE
- Paid Health, Dental and Vision benefits covered 100% by Great Basin Institute
- Two weeks of paid vacation and one week of paid sick leave annually