



JOB DESCRIPTION

POSITION: Leadership Coordinator

BENEFITS OVERVIEW: Beginning Salary \$30,900 annually. Benefit Package includes: Personal Leave, Paid Holidays, Medical Coverage, Dental Coverage, Disability Insurance, and an 403(b)(7) investment plan.

TERMS OF EMPLOYMENT: 12-month full-time position.

PROGRAM BACKGROUND

Northwest Youth Corps (NYC) is celebrating its 35th year providing unique and rewarding outdoor work and leadership experiences for youth and young adults. Northwest Youth Corps offers a variety of field-based, leadership, education and youth development programs. All programs offer youth and young adults work training experience in a challenging outdoor format stressing education and personal growth. Northwest Youth Corps programs serve over 1,200 youth and young adults annually, operating in Oregon, Washington, and Idaho in partnership with over 35 different resource management agencies.

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The Leadership Coordinator is responsible for planning and coordinating Northwest Youth Corps young adult recruitment and hiring for all AmeriCorps and field staff positions. The Leadership Coordinator reports jointly to the AmeriCorps Director and Marketing and Recruitment Director to address staffing needs, but works collaboratively with all program staff in their effort to provide opportunities to high quality candidates for field positions. The Leadership Coordinator will also work closely with Program Staff and community partners to expand existing professional development training pathways for AmeriCorps alumni and NYC field staff looking to advance their Conservation Corps careers. This position requires a person with energy and organizational skills, a person dedicated to helping young adults develop the skills they need to lead a successful life, and a person interested in promoting the growth of a generation dedicated to stewardship of our public lands and our nation's natural communities.

DUTIES AND RESPONSIBILITIES

- **Coordination of Recruitment Campaign:** The Leadership Coordinator is responsible for coordinating all aspects of AmeriCorps Member and field staff recruitment. They will be in charge of internet job posting, developing partnerships in the community, as well as attending career fairs and outreach events. This person will help lead the recruitment committee at a weekly meeting to coordinate recruitment efforts among staff. They will also have primary responsibility for managing the recruitment database, forwarding applicants to program staff, conducting interviews and reference checks for AmeriCorps applicants, and will serve as the main contact for applicants until hire.
- **Collaboration:** The Leadership Coordinator will serve as the key link in collaboration amongst program staff for young adult recruitment. They work closely with Young Adult Programs staff and Marketing and Recruitment Department to anticipate and fill AmeriCorps position openings. They will monitor field staff applications for completeness before forwarding them to program staff for follow up. They will ensure that each field program area is receiving an adequate amount of staff applications to review.
- **Administrative:** The Leadership Coordinator will work collaboratively with program staff to conduct interviews, reference checks and initial personnel file management for all AmeriCorps applicants. Once AmeriCorps positions are confirmed, files will be handed off to the AmeriCorps Programs Manager.
- **Leadership Development Opportunities:** The Leadership Coordinator works with the Youth Corps program staff to create and define a leadership development pathway for AmeriCorps Members and Field Staff. This includes curriculum and community partnership development in an effort to increase job resources for alumni.
- **General Program Support:** The Leadership Coordinator will also provide program support as needed to various Field programs. This may include time spent in the field, evenings, and weekend work.

TO APPLY

Send a cover letter, resume, and references via e-mail to: jayr@nwyouthcorps.org with Leadership Coordinator in the subject line.

Northwest Youth Corps is an Equal Opportunity Employer