



**Title:** Program Coordinator  
**Location:** Based in Flagstaff, AZ; position requires frequent travel throughout the state  
**Salary:** Salary group 3 (\$32,000-36,000)  
**Status:** Year-round, full-time, exempt  
**Benefits:** Full Eligibility  
**Start Date:** Fall 2018

### **Arizona Conservation Corps:**

The Arizona Conservation Corps (AZCC) is a program of Conservation Legacy, a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. AZCC provides youth and young adults opportunities to complete conservation projects on public lands throughout Arizona and surrounding states. AZCC runs field programs year round from multiple operational bases in the state, including Tucson, Flagstaff, and Pinetop-Lakeside. Each year, Field Crews supported out of each main office typically complete a minimum of 200 weeks of fee-for-service projects engaging approximately 14 seasonal Crew Leaders or Assistants and 100 Corpsmembers. During peak seasons 10-12 Field Crews may be supported by staff based in our main offices at the same time.

### **Position Summary:**

The Field Program Coordinator's primary responsibilities are: recruiting, hiring, training, supervising, and mentoring seasonal field staff including Crew Leaders, and Assistant Crew Leaders; supporting and maintaining partnerships through partner coordination, project development, and reporting; overseeing and maintaining consistent quality control, risk management, and program integrity. Both office and field work are required in this position and the ability to work a flexible schedule is critical. The position consists of around 40% field work and 60% office work.

### **Essential Responsibilities and Functions:**

#### **Staff Support**

- Work in collaboration with the Field Program Director and Senior Program Coordinator to recruit, hire, train, mentor, evaluate, supervise, and support Crew Leaders.
- Work with other staff on pressing projects when appropriate, including recruitment efforts, shop tasks, and crew paperwork.

#### **Project Support**

- Coordinate Field Crew activities and projects with a diverse array of land managers
- Maintain a staff presence in the field with crews and partners.
- Determine and develop project expectations and specifications, working with on the ground project partners. Communicate work plans to AZCC Staff and Crew Leaders, ensuring that they are prepared and knowledgeable of projects prior to implementation
- Actively engage in quality control and risk management through all phases of project planning, implementation, and evaluation.
- Collect data from crews on an on-going basis and as directed by Senior Program Coordinators.

### **Arizona Conservation Corps**

Tucson Office: 1443 West Prince Road, Tucson, AZ 85705 Ph: 520.884.5550  
Flagstaff Office: 2500 N Rose St Ste 101, Flagstaff, AZ 86004 Ph: 928.526.3280  
[www.azcorps.org](http://www.azcorps.org)

- Assist with a wide variety of in-house trainings such as trainings on leadership, chainsaw operations, trail work, driving, Wilderness First Aid, and Leave No Trace, as well as a weeklong orientation for incoming Corpsmember. The Program Coordinator may also be involved with other on-the-job trainings such as advanced felling, fence construction and maintenance, rigging, and historic preservation.
- Serve as a responder to AZCC field emergencies, including being “on-call” for after-hours support.

#### **Other Duties**

- Assist Logistics and Recruitment Teams as time allows.
- Participate in program promotional activities.
- Assist with other general duties as needed or assigned by supervisor.
- Maintain and organize multiple information systems and databases.

#### **Preferred Qualifications:**

- Bachelor’s Degree in Environmental Science, Natural Resources, Forestry, or a related field OR prior experience working for a Conservation Corps or AmeriCorps program – most preference given to applicants with experience working for a program within Conservation Legacy
- Two years minimum applied field experience in conservation or land management field work
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor
- Technical competence and experience in dry stone masonry, full bench trail construction, chainsaw operations for riparian restoration and fuel reduction
- Proficiency with office equipment and software including Microsoft Office and database management; ability to manage data in an organized, consistent, and timely manner. Ability to work in an office setting for extended periods of time.
- Ability to pass Conservation Legacy’s Criminal History Checks
- Strong interpersonal skills and the ability to interact with a wide variety of staff, partners, and members

#### **Work Environment and Physical Requirements**

- Routine overnight travel, long and inconsistent hours and work schedules, remote locations requiring strenuous hiking to access, and primitive living conditions are common.
- Assignments involve substantial arduous outdoor work and seasonal extreme temperatures
- Safe use of hand tools, herbicide application equipment, power tools, and heavy machinery is required
- Necessary safety equipment and risk management training will be provided
- A valid state driver’s license will be required, and experience driving 4-wheel drive and trailers is preferred. The ability to drive an organizational vehicle is also required.
- To successfully perform the 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. This person must be able to operate office equipment, telephones, and computers and reach with hands and arms. The Program Coordinator may be required to lift up to 50 pounds unassisted.
- Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

This position is available to all eligible applicants without regard to race, color, national origin, disability, age, sex, political affiliation, sexual orientation or religion.

If interested please email a resume and cover letter to Field Program Director, Afton McKusick (afton@conservationlegacy.org).