

Northern Bedrock Historic Preservation Corps

Position Type: Operations Coordinator Position, Full Time

Location: Based in Duluth, MN traveling throughout MN

Benefits: Stipend provided for Health and Dental Insurance Premiums/Retirement

Salary: \$38,000 - \$40,000 / yr

Application Deadline: January 20, 2017

Description:

The Operations Coordinator's focus is project coordination, equipment management and, training and communication. The Operations Coordinator will ensure that the crews and individual corpsmembers have the equipment, training and support to complete each project safely, and professionally. As Northern Bedrock continues to grow, there may be other duties as assigned.

Responsibilities

Project Coordination

- Secure, coordinate and schedule assigned projects with the Operations Manager
- Assist in the project management on site with project field personnel

Crew Operations

- Assist NBHPC team with recruitment, interviews and corpsmember hiring procedures
- Supervise crew leaders and the management of corpsmembers
- Enforce policies, and recognize/discipline corpsmembers as appropriate
- Create and maintain a full equipment inventory and tool maintenance plan
- Assess additional equipment needs and track equipment expenses to ensure budget compliance
- Assure proper safety and maintenance of equipment including hand tools, power tools and vehicles
- Work with NBHPC team to implement a process for tool distribution, tracking, and storage
- Implement a process for end of season tool collection, maintenance, inventory and storage

Training

- Coordinate and conduct corpsmember orientation and safety training with the Operations Manager
- Train all corpsmembers in proper equipment maintenance procedures
- Assist the Operations Manager with providing project specific trainings, and education days
- Share technical knowledge as needed and assist in maintaining a training resource library

Safety

- Work with NBHPC team to implement a safety plan and safety procedures that are compliant with OSHA requirements
- Communicate incident reporting, safety violations, and prevent unsafe conditions/activities
- Implement safety sessions, site safety visits, and present project specific safety reviews while in the field working with the crew, modeling and enforcing proper PPE
- Establish a safety centered culture and ensure corpsmember compliance

Communication

- Facilitate communication between the crews, program staff, project hosts, and technical specialists
- Coordinate, review and submit crew timesheets to Operations Manager
- Collect and provide feedback on corpsmembers' project documentation and create project summaries and training progress reports for reporting and project management
- Collect contact information and project details for media outlets, and communicate with the public
- Serve as organizational representative/ambassador to the public when interacting with volunteers, community members, technical specialists, project hosts and the press

Requirements:

- Excellent written and verbal communication skills
- Organizational and planning skills
- Team working and leadership skills
- Strong awareness of workplace safety
- Basic carpentry skills
- Ability to work with and teach young adults
- Proficient in Microsoft Office 10
- Ability to perform the essential functions of the job 10 hrs per day
 - Strenuous manual labor - heavy lifting, bending
 - Repetitive cleaning and restoring of historic structures and objects
 - Attention to detail and willing to follow standards for historic preservation
 - Walking/working on steep or uneven terrain
 - Working outdoors, rain or shine, in heat/cold, and dealing with insects and pests
 - Working, eating, and camping in the outdoors in all weather conditions
- Valid driver's license and able to pass criminal background and motor vehicle record check. "Pass" means no major moving violations or DUI's in the past five years and no positive hits on the NSOPR and no history of violent offenses.

Preferred Skills / Certifications

- Proficiency in MacOS
- Preservation Skills Trades Knowledge
- Understanding Americorps or other corps related programming
- Interest in Historic Preservation
- Contractor's License either current or past

NOTE: Northern Bedrock is an equal opportunity employer and offers all persons the benefit of participating in its programs and employment regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, and/or any other legally protected factors.

To Apply:

Please submit cover letter, resume, and two professional references. Email application materials to lisa@northernbedrockcorps.org Incomplete applications will not be considered.