

Staff Position Description

Title: Enrollment Specialist

Date: May 2022

Starting Salary: Grade B; \$18.26 - \$18.83/hour

Location: Flagstaff or Tucson, AZ; partially remote eligible

Status: Full-Time, Non-Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off, *per Personnel Policies*

Reports to: Senior Manager of Recruitment and Member support

Important requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Program Summary:

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities, and the environment. AZCC has operational bases in Tucson and Flagstaff, AZ. AZCC, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults, and recent-era military veterans with conservation service work projects on public lands.

Position Summary:

The Enrollment Coordinator will be responsible for providing technical assistance and data quality support to the Recruitment and Enrollment Team, and for providing grant compliance and administration assistance to Central and Western Region Staff at Conservation Legacy. The Enrollment Coordinator collaborates with the Recruitment and Enrollment team to ensure that over 500 members annually are onboarded successfully.

Essential Responsibilities and Functions:

AmeriCorps and Enrollment Duties

- Manage the electronic onboarding process for members and crew leaders to ensure compliance with Conservation Legacy and AmeriCorps requirements.
- Assist with management of AmeriCorps grants, slot management, and compliance.
- Collect and compile member demographic and impact information for AmeriCorps, Conservation Legacy, and other reporting needs.
- Manage internal and external databases related to Seasonal Staff and AmeriCorps member terms of service.
- Continuously increase knowledge of National Service and AmeriCorps compliance by reviewing policy communication and by attending meetings, trainings and conferences.
- Ensure timely enrollment, tracking, and exiting of AmeriCorps participants.
- Collaborate with other Conservation Legacy programs to foster cross-program efficiencies.
- Conduct regular checks to ensure the data collected is complete and accurate.
- Work closely with teammates to compile monthly, quarterly, and semiannual progress reports.
- Coordinate AmeriCorps service days and projects as needed.
- Assist with other administrative duties as assigned.

Recruitment and Outreach

- Conduct crew member interviews as needed.
- Assist with outreach (such as tabling at recruitment events) as needed.
- Assist with other recruitment and outreach activities as assigned.

Post Program and Education Assistance

- Identify program outcomes and align with organizational strategic plan, goals, and tactics.
- Help coordinate with supervisor on workshops, employment, and educational opportunities during and after AmeriCorps terms of service.
- Monitor and compile reports on trainings, certifications, and other educational opportunities completed by AmeriCorps members during and after their terms of service.
- Create and maintain an alumni database.

Organizational Advocacy

- Successfully engage, lead, and support an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Lead and/or participate in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Other responsibilities as assigned.

Physical Requirements: *Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring*

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.

Other "Hats" You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

To Apply:

1. Send Cover letter and resume to Allison Laramie at allison@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

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6/22

Kamillia Hoban