

Staff Position Description

Title: Program Director – Conservation Corps North Carolina

Starting Salary Range: The starting salary range for this position will be in the \$71,900 - \$74,057 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: Durham, NC and Partially Remote Eligible

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: Corps Director – Conservation Corps North Carolina

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

Conservation Corps North Carolina (CCNC) is a program of Conservation Legacy. The mission of CCNC is to empower young adults through meaningful outdoor work that benefits North Carolina's land and water and creates healthy communities. CCNC partners with public land managers in North Carolina to engage motivated youth and young adults to complete challenging and impactful conservation service projects throughout the region. Projects may include trail construction & maintenance, habitat improvement, hazard fuel reduction, and ecological restoration. Crews may also complete technical and/or specialized projects depending on project partner needs. CCNC operates programs statewide and year-round and has operational headquarters in Durham, NC.

Position Summary:

The Program Director (PD) is the manager of CCNC's statewide program operations and operations staff and reports to the Corps Director of CCNC. The PD assists in developing project partners, funding, and leads the management of all CCNC operations through a coordinated and collaborative staff structure. The PD's primary focus is to create and maintain safe, quality, and highly effective operational programming for youth and young adults while sustaining project partnerships with land management agencies, municipalities, and non-profits. The PD will work to maintain current funding sources as well as assist in the development of new partnerships and funding sources programming statewide.

The PD will supervise and mentor various operations staff and is responsible for providing tactical leadership for staff who carry out day-to-day programmatic and administrative operations. The PD will often serve as a representative of CCNC on Conservation Legacy Committees and be expected to work collaboratively across Conservation Legacy with staff of sibling programs. The PD must develop and maintain good working relationships with staff, funders, community and agency partners, Corps members, and Crew Leaders.

Essential Responsibilities and Functions:

Staff Supervision

- Recruit, hire, train, supervise, and evaluate all crew staff positions including Program Coordinators, Field Supervisors, Crew leaders, and other positions as required.
- Promote an efficient, collaborative, inclusive, and effective working environment, including providing regular check-ins with staff to receive feedback.
- Provide direction and oversight to program staff to recruit and select AmeriCorps Members, Youth Members, and Crew Leaders including developing recruitment and outreach strategies.
- Work with program staff to coordinate distribution of responsibilities, and step in as necessary to cover staff responsibilities when a staff member is unavailable.

Program Administration

- Plan and oversee the implementation of all CCNC crew programming.
- Ensure compliance with all Conservation Legacy, CCNC, and AmeriCorps policies and procedures; ensure risk management practices are effective and observed.
- Develop and manage crew program schedule including partner outreach, agreement management, crew hiring, and project distribution; ensure that the crew schedule reflects the crew budget.
- Work with the Corps Director to develop and manage the crew budget, including maintaining fiscally responsible purchasing among staff and Crew Leaders.
- Develop and maintain a positive relationship with project partners, funders, grantors, and community members.
- Develop, oversee, and manage project agreements and grants to ensure timely completion of project work including management of data through Salesforce.
- Ensure partner satisfaction through regular communication and collection of evaluations and feedback.

Program Development

- Work with the Corps Director to build new and improve existing partnerships and review and pursue new opportunities for CCNC.
- Enhance quality of existing programs by reviewing and analyzing data and feedback and collaborating with CCNC staff to make program improvements.
- Oversee the development and implementation of new programs that fulfill CCNC's mission and needs. This included developing program models, assessing capacity needs, and advocating for resources for these programs to be successful.
- Assist with grant proposals, fundraising initiatives, and partner development to sustain the CCNC's crew program.

Training and Field Support

- Design, implement, and regularly review training curriculum for all crew training including Leadership Training, orientation, skills training (trail, chainsaw, crosscut, herbicide, rigging, fencing, etc.), Wilderness First Aid, and other training.
- Maintain a presence in the field for seasonal crew training to ensure quality and consistency.
- Visit the field as needed for technical and programmatic assistance, including overnight stays.

- Ensure staff maintain relevant certifications such as pesticide applicator, chainsaw and crosscut, and Wilderness First Responder.

Organizational Advocacy

- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates 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.
- Assists or leads other responsibilities, as assigned.

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

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. This position requires overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the PD is required to sit, stand, walk, speak, and hear. The PD may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she/they must be able to operate office equipment, telephone, and computer. The PD may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.***

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 manager.

Qualifications:

- Minimum of five years' experience in conservation and/or youth development.
- Year-round supervisory experience, preferred minimum of three years.
- Familiarity with AmeriCorps and other youth and young adult development programs.
- Wilderness First Responder certification or higher, or willingness to obtain certification within 3months of hire and demonstrated good judgement and problem solving in emergency situations.
- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, Salesforce, and other similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- 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.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.

Preferred Qualifications:

- Familiarity with North Carolina ecosystems, conservation organizations, and opportunities relevant to CCNC's work.
- Community coalition building and partnership management experience.
- Previous program and leadership experience with a conservation corps or similar organization.
- Proven track record of successful work in North Carolina.
- Technical knowledge and familiarity with trail construction & maintenance, crosscut operations, backcountry travel and risk management. Additional preferred skills of chainsaw operations, fire fuels reduction, trail design, rigging, fence construction and maintenance, disaster relief services, and/or herbicide application.
- Bachelor's degree or higher in related field.

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

To Apply:

1. Send Cover letter and resume to Jessie Birckhead at jbirckhead@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.*

**** Applications are encouraged to be submitted by Monday, October 23rd and will be reviewed as they are received and until the position is filled. ****

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, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. 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 manager.