



Title: Program Director - Ancestral Lands Navajo

Date: February 9, 2018

Reports to: Ancestral Lands Regional Director

Salary: Starting at \$36,000, DOE

Location: Gallup, NM

Expected Start Date: March 31, 2018

Status: Full Time, Exempt, Regular

Benefit Eligible: Health Benefit Eligible at the first of the month following a 60 day probationary period

Summary:

The Program Director's primary responsibilities are to: recruit and select Crew Leaders for all programs based out of the Gallup, NM office, including adult conservation and chainsaw crews, youth day and camping crews; to coordinate communication between the field and the office in addition to supporting, supervising and mentoring all full time and temporary field staff (including seasonal Field Supervisors and Crew Leaders); to ensure crews are both supported and prepared to maintain safety, program integrity, and quality projects in the field; and to train Crew Leaders and Corpsmembers in chainsaw safety, operations and maintenance; fence construction and maintenance; habitat restoration; and other conservation techniques.

Essential Responsibilities and Functions:

Recruiting Crew Leaders

- Develop and implement a Crew Leader recruiting strategy focused on Diné young adults.
- Supervise, mentor, and support Program Coordinator

Interviewing Selection and Placement

- Create job descriptions and applications for all Crew Leaders
- Coordinate and/or complete the interviewing, and hiring of 10 – 20 Crew Leaders
- Supervise and support the Program Coordinator to ensure all paperwork is completed and uploaded before Crew Leaders and Corpsmembers begin their term of service

Field Staff Support

- Supervises and supports seasonal field staff to include all Field Supervisors and Crew Leaders.
- Mentors field staff with positive supervision and acts as a reference for post SCC endeavors.

Program Oversight and Support

- Field and Logistics staff mentorship – provide technical expertise, guidance, emotional and program support, and identify positive working solutions to crew management issues for crew leaders.
- Ensure project quality and quantity by providing technical assistance to and accountability of crew leaders in the field.
- Model risk management procedures in the field to create a safe working environment.
- Lead check-ins with crew leaders during de-rigs.
- Create project specifications for crews and conduct visits with project partners.
- Enforce all Conservation Legacy Policies and Procedures.

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- Follow up with Project Partners after hitches to ensure satisfaction and to receive feedback.
- Respond to crew emergency situations.
- Participate in a weekly on-call system for crews in the field.

Staff Development and Training

- Hire crew leaders and seasonal field staff as needed.
- Work with the Ancestral Lands staff to develop and implement Crew Leader Trainings.
- Assist the AL program staff to develop and implement technical trainings for crews working on specialized projects.

General Administration

- Work within the established program budget and report purchases to the Regional Director.
- Complete regular program paperwork.

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Director is required to sit, stand, walk, speak and hear. The Program Director may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Program Director 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.

Minimum Qualifications:

- Minimum of 4 years of leadership experience in Conservation Corps or an applicable field
- Expert skill level in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, fencing, running backcountry crews.
- Strong working knowledge and speaking skills of the Dinè language
- Current Wilderness First Responder and 1st Aid/CPR, or willingness to obtain certifications
- Valid driver's license and an insurable driving record.
- Must be able to pass Conservation Legacy's criminal history background checks.
- Excellent communication, leadership, mentoring, and facilitation skills required.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Strong conflict resolution and team building skills preferred, solution-oriented a must!
- Able to work independently and also to motivate others.
- Computer literate (MS Word, Excel, and Outlook) and able to work in an office setting.
- Desire to spend time in the company of youth and young adults; ability to instigate fun!

Preferred Qualifications:

- Preference will be given to Native American candidates, especially those from the Navajo Nation.
- Demonstrated organizational, financial, and managerial experience.
- Bachelor's degree in related field.

To Apply: Send Cover letter and resume to Mike Wight, Regional Director
mike@conservationlegacy.org