



Conservation Corps Minnesota & Iowa *Position Description*

Position Title: Central Field Coordinator
Location: St. Paul, MN
Reports to: Central District Manager
Salary: \$17-\$19 per hour DOQ
Schedule: Full-time, non-exempt (hourly), Monday through Thursday, 7:00 AM - 5:30 PM (typical)
Benefits: Medical and dental insurance, paid time off, 401(k) retirement savings plan

Organizational Overview:

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization that engages youth and young adults in meaningful service, leadership development, and environmental stewardship. The AmeriCorps field program operates for 11 months each year, February through December. Crews travel throughout the Midwest completing projects in partnership with state and federal agencies and nonprofit organizations.

Our Commitment to Justice, Equity, Diversity, & Inclusion:

In working toward our vision, we believe it is important to acknowledge that natural resources organizations, including Conservation Corps Minnesota & Iowa, have a legacy of supporting and benefiting from systems that have restricted access to public lands and careers for marginalized groups. To challenge this, we commit to using equity as a lens for the work we do and decisions we make, building a shared vision surrounding justice, equity, diversity, and Inclusion goals with our partnering organizations and communities and providing an equitable training environment and high-quality programming to all our participants. You may read our [full Justice, Equity, Diversity, and Inclusion statement online](#).

Position Summary: The Field Coordinator (FC) is integral to the AmeriCorps field program's goal of accomplishing challenging work projects, as well as providing training, education, coordination, and leadership to ensure a positive and safe experience for regional field program participants. The Field Coordinator must have the ability to assist in personnel management, maintain equipment, and coordinate or provide training in technical and personal development skills. This position requires in-person work and is does not have remote work opportunities.

Relationships: The Field Coordinator reports directly to the Program/District Manager.

Requirements/Qualifications:

- Supervisory and programming experience (preferably with the 18-25 age group) and ability to problem solve and respond competently to situations associated with managing young adults.
- Demonstrated experience in coordinating and facilitating training.
- Working knowledge of natural resource project management such as trail maintenance and construction, shoreline/watershed restoration, forest/prairie management, and wildlife habitat improvement.
- Experience with hand and power tools, including and chainsaw operations.
- Experience with prescribed fire and ability to attain NWCG Wildland FFT2 Certification.

- Experience with emergency response management and volunteer coordination.
- Must meet minimum physical requirements and successfully pass annual work capacity testing
- Excellent written and verbal communication skills for internal personnel management and external outreach.
- Initiative to act independently with minimal supervision and ability to multi-task and be flexible with responsibilities.
- Valid driver's license and safe driving record.
- Current WFA/CPR certificate or better or ability to attain WFA/CPR within 60 days of starting.
- Familiarity with AmeriCorps and local, state, and federal natural resource agencies.
- Knowledge and experience with project management preferred.
- Ability to obtain DOT health card.
- Positive attitude, enthusiasm, and commitment to Conservation Corps mission and values.
- Ability and willingness to bring a diversity, equity, and/or inclusion lens to the position.

Additional Information: Travel and overnights are required for Corpsmember orientations, trainings, staff meetings, and outreach events. This position requires a significant amount of time at all crew locations, with occasional out of town travel for up to 12 days to assist crews on technical projects. The FC must also be available for 30-day disaster deployments.

CCMI requires all employees *and AmeriCorps members* to be fully vaccinated for COVID-19 OR provide a weekly COVID-19 test.

While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at the Corps may require duties outside of normal responsibilities.

CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decision with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.

Women, minorities, and people with disabilities are strongly encouraged to apply.

How to Apply: Qualified candidates should apply by sending a resume AND Cover Letter to HR@conservationcorps.org. Please include **Central Field Coordinator** in the email subject line.

Application Deadline: Open until filled