



restoring resources. changing lives.

Staff Position Description

Position:	North District Assistant Manager
Program:	AmeriCorps Field Crews
Location:	Duluth, MN
Date Posted:	11/4/2022
Reports To:	North District Manager
Salary:	\$50,000 - \$55,000
Schedule:	Monday-Thursday, 7:00 AM - 5:30 PM
Benefits:	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

Conservation Corps Minnesota & Iowa (CCMI) is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at conservationcorps.org.

Our values embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- 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.

Read our full Justice, Equity, Diversity, & Inclusion statement online at: conservationcorps.org/about/jedi/.

Position Summary: The Assistant District Manager (ADM) position is integral to the AmeriCorps Field Program's goal of accomplishing challenging work projects. The ADM assists in providing training, education, coordination, and leadership to ensure a positive and safe experience for all AmeriCorps participants. The ADM assists the North District Manager in day-to-day program operations, project management, and AmeriCorps member personnel management (recruitment, onboarding performance management, and off-boarding processes).

Relationships: The ADM reports directly to the North District Manager (DM), communicating through written correspondence, telephone conversations, and in person meetings. The ADM works in cooperation with the DM to manage AmeriCorps Field crews based throughout the region; the DM will be notified of all equipment and vehicle, personnel, and project concerns. The North District Field

conservationcorps.org

Crew Program reports to the CCMI Program Director and works in cooperation with key administrative and program staff based in CCMI HQ in St. Paul.

Qualifications:

- Supervisory and leadership experience and ability to effectively interact with young adults from diverse cultural, socioeconomic, and ethnic backgrounds.
- Knowledge of human relations to assist with staff and AmeriCorps member personnel management; ability to lead, delegate, supervise, mentor, and positively influence others.
- Working knowledge/desire of natural resource project management such as trail maintenance and construction, shoreline/watershed restoration, forest/prairie management, and wildlife habitat improvement.
- Demonstrated experience in coordinating and facilitating programming and training.
- Excellent written and verbal communication skills for internal management and external outreach.
- Experience working with Microsoft Office Suite products, Salesforce and ADP.
- Proven ability to work effectively with, interact and communicate with individuals coming from diverse backgrounds and communities.
- Knowledge of barriers that affect underrepresented groups, and the ability to successfully minimize or remove those barriers for participants.
- Initiative and ability to work well with minimal supervision, multi-task, and be flexible in responsibilities.
- Valid driver's license with an acceptable driving record.
- Familiarity with AmeriCorps and local, state, and federal natural resource agencies or having a strong desire to learn about them.

Freedom to Act: This employee has the authority to direct and administer field activities. Activities are subject to established policies and directives of State and Federal laws.

Key Responsibilities:

- Training
 - Help develop and facilitate trainings for AmeriCorps members.
- Safety
 - Assist in developing new and/or improved safety trainings, conduct site safety visits.
- Equipment
 - In collaboration with field coordinators, manage tools and equipment, shop space, and office.
- Crew Supervision and Oversight
 - Conduct AmeriCorps member interviews and assist with recruitment, member paperwork and orientations
 - Facilitate regular communication between Corpsmembers and staff including monthly crew leader meetings and AmeriCorps member performance evaluations.
 - Mediate Corpsmember conflict and implement discipline (i.e. incident reports) in accordance with AmeriCorps and Corps policy, as directed by the District Manager.
- Service Projects
 - Assist in project management for field crews, ensuring that projects are accomplished in an efficient, safe, and consistent manner.
- Administration
 - Manage and monitor timecards and crew credit card use.

- Assist the District Manager with project management administration and accomplishment review and data tracking.
- Attend and actively participate in staff meetings and conference calls.
- Public Relations
 - Represent CCMI at outreach events and assist in collecting content for CCMI marketing and recruitment efforts.
 - Work with the Recruitment Manager in developing and implementing the recruitment plan for the North District region.

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 CCMI 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 **North District Assistant Manager** in the email subject line.

conservationcorps.org