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Staff Position Description

Position:	Individual Placements Assistant Program Manager
Program:	Individual Placements
Location:	St. Paul, MN preferred, hybrid options available
Date Posted:	January 3, 2024
Reports To:	Individual Placements Program Manager
Salary:	\$50,000 – \$55,000
Schedule:	Monday through Friday, 8:00 AM - 4:30 PM (typical), some evenings and weekends required
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 Individual Placements Assistant Program Manager (ADM) assists in providing training, education, coordination, and leadership to ensure a positive and safe experience for all AmeriCorps participants in the [Individual Placements program](#). The ADM assists the Individual Placements Program Manager in day-to-day program operations, project management, and AmeriCorps member personnel management (recruitment, onboarding, performance management, and off-boarding processes).

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Key Responsibilities:

Training

- Help develop and facilitate orientation, cohort meetings, and training days.
- Assist in training project advisors.

Safety

- Assist in developing new and/or improved safety training.

Administration

- Assist with the members' accomplishment work reports, credit card statements, ADP timecards, and professional development training requests.
- Assist Individual Placements Program Manager with invoices and agreements.
- Coordinate and monitor program safety policies and procedures so that personnel injuries, lost time, workers compensation costs, and vehicle/equipment accidents are minimized.
- In collaboration with Individual Placements Program Manager, provide feedback and coaching to AmeriCorps members.
- Serve as a backup for Individual Placements Program Manager on administrative responsibilities, as needed, including but not limited to partner and site visit evaluations, compiling data/results, and implementing changes in programming.

Member and Partner Relations

- Facilitate and attend site meetings with project advisors and members.
- Support the placement of participants in the Individual Placements program which includes interviews, assignments, evaluation, compensation, and all other related matters.

Program Development

- Complete site visits and utilize tracking software (Salesforce) to document interactions.
- Assist with processing project request forms from partners and data entry in Salesforce.
- Work closely with other Corps staff to identify areas of additional support needed and meet needs as applicable.
- Assist Individual Placements Program Manager in program development and evaluation as needed.

Qualifications:

- Prior experience leading an internship placement program, young adult programming, and/or workforce development.
- Prior experience in youth development or the Corps field.
- Knowledge of young adult programming, with special focus on workforce development, service learning, and national service.
- Demonstrated ability to create and maintain relationships with many stakeholders.
- Demonstrated commitment to justice, equity, diversity, and inclusion, and working with diverse audiences.

While there is a preference for this position to be based in St Paul, consideration will be given to applicants seeking a hybrid/remote work arrangement. This employee will spend time out of town for program-wide trainings, orientations, site visits. Lodging accommodation is provided.

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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 decisions 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 **Individual Placements Assistant Program Manager** in the email subject line.

Priority application deadline: **January 31, 2024.**

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