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Staff Position Description

Position:	Central District Field Coordinator
Program:	AmeriCorps Field Crews
Location:	St Paul, Minnesota
Date Posted:	September 17, 2024
Reports To:	Central District Manager
Salary:	\$21.00 per hour
Schedule:	Full-Time, non-exempt (hourly) Monday through Thursday, 7:00 AM - 5:30 PM (typical)
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 Field Coordinator (FC) is integral to the AmeriCorps field program's goal of accomplishing challenging conservation 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.

Key Responsibilities:

- Coordinate with district staff to plan and lead training for new members in equipment use, and resource management techniques.

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- Work with crews in the field to provide additional knowledge and training for specific projects.
- Coordinate with staff, partners, and crews on project details to ensure crews are properly equipped.
- Manage district fleet. Ensure trucks are DOT certified, working with Enterprise to schedule maintenance and coordinate with DNR shops for maintenance and repair of leased assets.
- Ensure shop spaces are properly equipped and organized for safe and efficient use.
- Purchase equipment and personal protective equipment.
- Assist crew leaders in managing crew dynamics.
- Conduct site safety audits to ensure crews are working safely and following Corps Policy.
- Attend and participate in district and organizational meetings to improve programming.
- Review work accomplishment forms to ensure accuracy in reporting.

Qualifications:

- Supervisory and programming experience (preferably with the 18-35 age group) and ability to problem solve and respond competently to situations associated with managing young adults.
- 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.
- 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 including the use of herbicide.
- Demonstrated commitment to justice, equity, diversity, and inclusion, and working with diverse audiences.
- Familiarity with AmeriCorps and local, state, and federal natural resource agencies.
- Experience with use of hand and power tools, tree felling and chainsaw operations, and mechanical and construction skills.
- Experience with maintenance of equipment including power saws and hand tools.
- Experience with the use of trucks, trailers, and UTVs both on and off-road.
- Valid driver's license and safe driving record.
- Ability to pass DOT physical.
- Must meet minimum physical requirements and successfully pass annual work capacity test.
- High school diploma or equivalent is required.

Additional Information: Travel and overnights are required for Corpsmember 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 occasional 30-day disaster deployments.

While this position is based in St Paul, this employee will spend considerable time out of town in February for program-wide trainings and orientations. Lodging accommodation is provided.

While this position description describes the general nature and level of work being performed, it is

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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 at <https://conservationcorps.catsone.com/careers/113402-Employee/jobs/16532889-Field-Coordinator/>

Priority application deadline: **October 11, 2024.**