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Staff Position Description

Position:	Maajii-akii-gikenjigewin Program Coordinator
Program:	Field Crew - Indigenous Partnerships
Location:	Cloquet and Duluth, MN (Varies depending on time of year tasks and project work)
Date Posted:	February 6, 2025
Reports To:	Indigenous Partnerships Manager
Salary:	\$23.00 per hour
Schedule:	Full-time, non-exempt; Monday through Thursday, 7:00 AM - 5:30 PM (typical), some overnights expected for project work
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 cultivate a community of emerging leaders in service to people and the planet. Learn more at [conservationcorps.org](https://www.conservationcorps.org).

Our values embody safety, justice, stewardship, community, and leadership. In working to fulfill our mission, 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.

Position Summary:

CCMI and Fond du Lac Band of Lake Superior Chippewa (FDL) have partnered to support a program dedicated to FDL resource management division projects called the Maajii-akii-gikenjigewin (Starting out in Earth Conservation) field crew program. This AmeriCorps program seeks to provide stewardship, environmental education, and workforce development opportunities for Indigenous young adults.

The Maajii-akii-gikenjigewin Program Coordinator (PC) is integral to the program's goal of accomplishing challenging conservation projects. The program coordinator provides training, education, coordination, mentoring, and leadership to ensure a positive and safe experience for program participants. The program coordinator must be able to assist in personnel management (recruitment, onboarding, performance management), project management, and maintenance of

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equipment, as well as coordinate or provide training in technical and personal development skills. The Maajii-akii-gikejigewin program coordinator will also be responsible for project coordination and communication between FDL resource managers, the Indigenous Partnerships Program Manager, and the Maajii-akii-gikenjigewin crew members.

Relationships: The Maajii-akii-gikenjigewin Program Coordinator will be supervised by the Indigenous Partnerships Program Manager and will work closely with FDL Resource Management staff and the broader FDL community.

Key Responsibilities:

Training:

- Work with crews in the field to provide supplemental information and training for specific projects.
- Coordinate with CCMI staff and FDL staff to plan and lead culturally relevant trainings for new members in equipment use, interpersonal skills, and resource management techniques.

Safety:

- Assist in developing new or improved safety trainings, presentations, manuals, etc.
- Ensure proper equipment and training are in place before projects begin.
- Assure proper safety and maintenance of the fleet and FDL-owned equipment.
- Conduct site safety audits to ensure crews are working safely and following CCMI Policy (i.e. wearing proper personal protective equipment).

Equipment:

- Keep offices, shops, and vehicles neat and orderly.
- Create full equipment inventory for annual review and share results with Indigenous Partnerships Manager.
- Coordinate with staff, partners, and crews on project details to ensure crews are appropriately equipped.
- Manage fleet, IT, PPE (personal protective equipment), and project equipment needs for the crew and communicate requests to the Indigenous Partnerships Program Manager.

Crew Support and Oversight:

- Conduct written and verbal AmeriCorps member performance evaluations at 60 days/mid-term and the end of term, with the assistance of the Indigenous Partnerships Manager.
- Assist crew leader in managing crew dynamics and promptly communicate partner and Corpsmember conflicts to the Indigenous Partnerships Program Manager, as needed.
- Knowledge of human relations to assist with staff and AmeriCorps member personnel management; ability to lead, delegate, supervise, mentor, and positively influence others.
- Assist in the interviewing and selection of Maajii-akii-gikenjigewin Corpsmembers.
- Ability to fill in as crew leader in the field when needed, including being willing and able to participate in occasional overnight, extended travel
- Plan, coordinate, and facilitate professional and personal development opportunities for the crew to increase Corpsmembers' access to employment and secondary education opportunities.

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- Review, coordinate, and schedule assigned projects with FDL Resource Management staff, the Indigenous Partnerships Program Manager, and crew leaders, informing the crew leader of schedules, daily plans, tasks, and responsibilities.
- Ensure assigned projects stay within guidelines and expected hours and are accomplished efficiently, safely, and consistently.
- Engage with FDL and other Indigenous communities through attending community and recruitment events.

Administration:

- Review, sign, and submit all Corpsmember timesheets, expense reports, time off logs, receipts, and monthly credit card logs as required.
- Attend and actively participate in CCMI staff meetings and conference calls.
- Review work accomplishment forms to ensure accuracy in reporting.

Qualifications:

- Supervisory and programming experience (preferably with young adults/adults) and ability to problem-solve and respond competently to situations associated with managing young adults.
- Effective 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.
- Ability to mentor young adults while working outdoors and performing physically demanding labor.
- Working knowledge of natural resource project management such as forest management, wildlife habitat improvement, and Traditional Ecological Knowledge.
- Ability to obtain the Minnesota Pesticide Applicators License within the first 30 days of employment.
- Familiarity and interest in working with the Fond du Lac Band of Lake Superior Chippewa.
- Enjoyment in teaching and explaining how to safely complete physical tasks, such as teaching a member how to sharpen a chainsaw or explaining to the crew leader how to use proper ergonomics when brush sawing.
- Proven ability to work effectively with, interact, and communicate with individuals, teams, and partners from diverse backgrounds and communities.
- Experience with or openness to learning the proper use of hand and power tools, tree felling and chainsaw operations, and mechanical and construction skills.
- Experience or openness to learning how to maintain equipment, including power saws and hand tools.
- Comfortability with driving trucks.
- Valid driver's license and safe driving record.
- Ability to pass DOT physical.

Additional Information: Travel and overnights may be required for Corpsmember trainings, staff meetings, and outreach events. This position requires significant time in the field with crews and occasional out-of-town travel for up to 12 days to assist crews on projects.

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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 required responsibilities, duties, and skills. All positions at the Corps may require duties outside of typical 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.

How to Apply:

Qualified candidates should apply at

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=2311&clientkey=679BBC2A4E83D729D53DBF5A11F9B126>

In your cover letter: Please share your experience or passion for working with Indigenous communities and/or Indigenous young adults and what you hope to bring to the Maajii-akii-gikenjigewin Field Crew Program.

Priority application deadline: **February 21, 2025**

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