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Staff Position Description

Position:	Eastern Iowa Field Coordinator (1-year temporary position)
Program:	Field Crew Program
Location:	Cedar Falls, Iowa
Date Posted:	March 13, 2025
Reports To:	Iowa Program Manager
Salary:	\$21.00/hour
Schedule:	Full-Time, non-exempt (hourly) Monday through Thursday, 7:00 AM - 5:30 PM (typical). Position expected to start May 2025 and end June 2026 (actual dates will depend on organization's needs)
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.

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: The Field Coordinator (FC) is integral to the Field Crew 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 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 is a one-year temporary position.

Relationships: The Eastern Iowa Field Coordinator reports directly to the Iowa Program Manager.

Key Responsibilities:

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- Coordinate with district staff to plan and lead training for new members in equipment use and resource management techniques.
- 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 adequately equipped.
- Manage district fleet. Ensure trucks are DOT certified, working with Enterprise to schedule maintenance.
- Ensure shop spaces are properly equipped and organized for safe and efficient use.
- Purchase equipment and personal protective equipment (PPE).
- Assist AmeriCorps crew leaders in managing crew dynamics.
- Conduct site safety audits to ensure crews work safely and follow CCMI 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 18-30 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, forest/prairie management, and wildlife habitat improvement, including the use of herbicide.
- Ability to obtain the Iowa Pesticide Applicators Certification within the first 60 days of employment.
- Demonstrated commitment to justice, equity, diversity, inclusion, and working with diverse audiences.
- Familiarity with AmeriCorps and local, state, and federal natural resource agencies.
- Experience using 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 using 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 pass the annual work capacity test.

Additional Information:

Travel and overnights are required for Corpsmember training, staff meetings, and outreach events. This position requires significant 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 Cedar Falls, Iowa, this employee will need to spend considerable time at the Iowa HQ near Des Moines for onboarding and training at the start of employment. Housing accommodation will be made available during this time

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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 CCMI may require duties outside of typical responsibilities.

CCMI is an Equal Opportunity Employer. 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 submit a resume and cover letter at

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=4531&clientkey=679BBC2A4E83D729D53DBF5A11F9B126>

Priority application deadline: **April 7, 2025**