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Staff Position Description

Position:	Iowa Program & Outreach Coordinator
Program:	Iowa Field Crew Program
Location:	Granger, Iowa
Date Posted:	December 3, 2025
Reports To:	Iowa Program Manager
Salary:	\$23.00 - \$25.00 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 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 Program & Outreach Coordinator for the Iowa Program plays a key role in advancing CCMI's programming in Iowa through outreach, recruitment, and member development. This position supports the successful delivery of conservation service projects while helping expand CCMI's visibility across the state. The Program & Outreach Coordinator assists with member recruitment, onboarding, training, and evaluations, and represents the Corps at career fairs, college classes, and community events. The Program & Outreach Coordinator also strengthens alumni engagement and manages local social media content to highlight member accomplishments and promote service opportunities. Working closely with the Iowa Program Manager and CCMI headquarters staff, the Program & Outreach Coordinator builds partnerships and contributes to a positive, impactful member experience.

Relationships: The Program & Outreach Coordinator reports directly to the Iowa Program Manager and collaborates closely with CCMI headquarters staff

conservationcorps.org

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Key Responsibilities:

Program Coordination and Training

- Coordinate with Iowa program staff to plan and deliver training sessions for members in areas such as orientation, leadership development, interpersonal skills & first aid/CPR, etc.
- Manage the Iowa program's Outdoor Clothing Library & Loaner Gear Library, ensuring items are properly maintained, tracked, and distributed to members as needed.
- Review project accomplishment reports to ensure accuracy and alignment with program objectives.
- Oversee tracking and documentation of required trainings and certifications for new members, ensuring timely completion and maintaining organized digital records.
- Participate in the interviewing, onboarding, and performance evaluation of Iowa-based AmeriCorps members, including mid-term and end-of-term reviews.
- Maintain a safe, clean, and organized workspace, including offices, shops, and vehicles.
- Perform field visits as needed to provide support, gather information, and maintain program quality.

Outreach and Recruitment

- Represent CCMI at public events, job and career fairs, conferences, and community meetings to promote the Iowa program and recruit potential participants.
- Support and maintain relationships with colleges, universities, and community organizations throughout Iowa to strengthen recruitment pipelines and expand awareness of CCMI opportunities.
- Coordinate and deliver informational presentations to college classes, student groups, and partner organizations to increase understanding of service opportunities and career pathways in conservation.
- Collaborate with the Recruitment department to execute shared recruitment strategies.

Communications and Engagement

- Partner with the Marketing & Communications department to collect member and alumni stories, photos, and updates highlighting Iowa program accomplishments.
- Create and collaborate on social media content to increase visibility of Iowa crews, alumni, and service projects.
- Draft content for newsletters, articles, and outreach materials that showcase Iowa program impact and member success.
- Coordinate alumni and volunteer engagement events within Iowa to foster continued connection to CCMI's mission and community.

Qualifications:

- High school diploma or equivalent and at least 2 years of professional work experience.
- Experience in program coordination, supervision, or member development, preferably with young adults (ages 18–30).
- Demonstrated ability to work independently, manage multiple priorities, and adapt to changing needs.
- Strong written and verbal communication skills for both internal coordination and external outreach.
- Experience facilitating training, presentations, or group learning experiences.
- Ability to build and maintain partnerships with colleges, community organizations, and natural resource agencies.
- Proven ability to work, interact, and communicate effectively with individuals coming

- from diverse backgrounds and communities.
- Experience managing social media content or contributing to public communications preferred.
- Familiarity with AmeriCorps, nonprofits, or local, state, and federal natural resource agencies.
- Valid driver's license and safe driving record.

Additional Information: Travel and overnights may be required for Corpsmember training, staff meetings, and outreach events. This position supports field crews at multiple shop locations across Iowa and Missouri, with face-to-face time encouraged throughout the program year.

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. 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=44293&clientkey=679BBC2A4E83D729D53DBF5A11F9B126>

Priority application deadline: **December 29, 2025.**