

Staff Position Description

Title: Enrollment Specialist I

Starting Salary Range: \$17.10/hr-\$20.67/hr DOE

Location: Harrisonburg, VA

Status: Full-Time, Non-Exempt, Part-time Remote Eligible

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Reports to: Corps Director

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Organizational Summary:

[Conservation Legacy](#) is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

About Appalachian Conservation Corps:

The [Appalachian Conservation Corps](#) (ACC), a non-profit service organization, is a program of Conservation Legacy. Built on the legacy of the Civilian Conservation Corps (CCC) ACC provides youth, young adults, and veterans opportunities to complete conservation projects on public and private lands throughout Virginia, Pennsylvania, Ohio, West Virginia, and Maryland. While serving with ACC, members learn natural resource management practices and team work through completing high quality projects such as land restoration, trail construction, invasive plant management, disaster relief, and much more. ACC operates field programs nearly year-round. Annually, field crew and internship engagement averages approximately 130 corps members and roughly 16 seasonal Crew Leaders or Assistant Crew Leaders, with a support staff of three to four.

Position Summary:

The Enrollment Specialist provides program support to members of the program through the administration of Human Resource and Recruitment functions. This position develops and implements daily tasks in recruiting and selecting members of the program that align with organizational strategies and mission. The position focuses on executing tasks of organizational practices and systems to ensure grant, federal and state compliance, in addition to program-specific requirements.

Outcomes & Functions of Position:

Human Resources

- Manage internal and external systems related to participant recruitment, onboarding and exiting.
- Continuously increase knowledge of AmeriCorps to support daily compliance.
- Ensure timely enrollment, reporting, and exiting of AmeriCorps participants and seasonal staff.
- Mentor and assist individuals with personal, and career development and placement throughout their terms of service.

- Assist with coordination of trainings to provide continued support to participants and other staff.
- Discern grant compliance discrepancies from one another and ensure program staff's knowledge and data input are in alignment.
- Assists in the creation and implementation of human resource forms and documentation.
- Answers basic questions of human resource and program processes and systems.

Recruitment

- Identify program outcomes and align recruitment strategies with organizational strategic plan, goals and tactics.
- Actively recruits participants and staff to fulfill vacant positions and implement strategies of continuous recruitment into future programmatic opportunities.
- Schedules interviews, orientation and other recruitment events leading toward a filled roster of program participants.
- Gathers necessary documentation and reviews eligibility requirements upon selection.

Administration

- Collaborate with other Conservation Legacy programs to foster cross-program efficiencies.
- Conduct regular audits ensure work is complete and accurate of oneself and others.
- Collaborate with other stakeholders to compile required reports.
- Lead and communicate regularly with other staff to determine the effectiveness of administrative systems and make changes as necessary for continuous improvement.

Organizational Advocacy

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other "Hats" You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Bachelor's Degree OR 2 years experience in related field.

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Zach Foster zach@conservationlegacy.org
2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements.