

# Staff Position Description

**MISSION:** FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

**VISION:** A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

**Title:** Regional Operations Specialist, Eastern Region

**Date:** 1.18.2021

**Reports to:** Executive Director, Eastern Region

**Starting Salary:** Grade C+ 45,000+

**Location:** Harrisonburg, VA, Chattanooga, TN, Raleigh, NC, or remote (within Eastern region service areas)

**Status:** Full-Time, Exempt

**Benefit Eligible:** Full Benefits per Personnel Policies

## Program Summary:

Conservation Legacy is a nationwide non-profit. The organization's programs engage participants on diverse conservation and community service projects. These projects provide opportunities for personal and professional development and meet the high priority needs of public land managers and community partners. Through the mission of fostering conservation service in support of communities and ecosystems, Conservation Legacy works toward a legacy of healthy lands, air and water; thriving people and resilient communities.

## Position Summary:

The Regional Operations Specialist is responsible for supporting local programs across the region in developing staff technical skills, delivering training, mentorship strategies, and consulting in strategic capacity needs. The primary focus of this position is to ensure programs are equipped to execute high quality and safe project work. This position will actively consult with director-level staff on resources, program structure and growth needs for existing and new programming. This position is required to stay up-to-date on industry standards in conservation, trail construction, forestry, restoration and other land stewardship work and actively works with regional counterpart and national operations team to ensure these standards are met.

The Regional Operations Specialist is a critical member of Conservation Legacy's leadership and talent development team as a key trainer of program staff in facilitation and technical skillsets. This position participates as needed in regional leadership meetings, as well as national operations and management teams. Additionally, this position is expected to maintain an active presence in internal and agency working groups focused on technical skills utilized by programs. As a member of varied Conservation Legacy and partner teams, the Regional Operations Specialist coordinates with leadership, partners, and cooperators to set operational standards for project work and identify training needs and opportunities that support stronger impact and growth throughout the region

The Regional Operations Specialist may spend approximately 50% or more of their time in the field and traveling to Conservation Legacy's unique regional program locations. This varies depending on season and programmatic needs.

## Essential Responsibilities and Functions:

### Training and Operational Standards

- Develop internal training and operations standards where appropriate to address programmatic needs.
- Identify inefficiencies and challenges in field operations and create trainings to address them for both staff and participants.
- Monitor field operations and industry trends to keep programs relevant and outstanding.
- Train diverse groups with different learning styles and be adaptable to the different needs of members, leaders, staff, and external participants.
- Maintain individual professional skillset and develop new skills appropriate to programmatic needs.
- Attend conferences, workshops, or other industry events to bring knowledge back to Conservation Legacy.

- Create and maintain training resources (digital, virtual, and physical) to be used by staff, participants, and partners.
- Regularly review and draft operational risk management protocols and policies and adjust national standards as needed to ensure programming meets national safety standards.

#### **Program Capacity and Organizational Development**

- Work with Regional Executive Directors and Conservation Legacy Central Operations staff to identify needed programmatic and operational improvements across Conservation Legacy programs.
- Work with Corps Directors and Regional Leadership to identify and create strategic program capacity plans and pursue program development goals.
- Support organizational planning for new projects and program growth by evaluating and communicating barriers and opportunities within operational costs, staff capacity, program resources, partnerships, etc.

#### **Partnership and Cooperator Liaison**

- Forge and maintain partnerships with relevant agency personnel and community partners specific to advancing Conservation Legacy's training and technical skill capabilities.
- Work with Corps Directors and their staff to assist project partners in developing project specifications for highly technical projects.
- Provide mentorship and assistance to local program staff in the development of technical project specifications needed for proposals and best practices for gathering reportable accomplishments.

#### **Field Skills Training**

- Implement technical trainings including, but not limited to, trail maintenance, trail design, S 212 chainsaw and crosscut saw training, first aid, and wilderness first aid.
- Plan and facilitate training opportunities for staff and members to improve field skills
- Work with individual staff to improve field skills, especially skills requiring certification
- Work with Corps Directors to maintain a cadre of experienced staff sawyers, identify local staff to mentor, and develop a talent pipeline.
- Plan and coordinate schedules to attend chainsaw and crosscut trainings to lead, teach, and evaluate new sawyers.
- Assist program staff in planning technical aspects of field training.

#### **Other Duties**

- Successfully engages, leads, and supports an inclusive work environment for underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects, and initiatives that support the Strategic Plans goals.

#### **Physical Requirements:**

Regular overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Regional Operations Specialist is required to sit, stand, walk, speak, and hear. The Regional Operations Specialist may be required to climb, balance, stoop, kneel, crouch, or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer. The Regional Operations Specialist may be required to lift up-to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

#### **Minimum Qualifications:**

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 5 years of experience in conservation corps, land management, or similar applicable industry.
- Minimum of 5 years of practical experience training and teaching field skills.
- Wilderness First Responder Certification.
- Experience developing training framework at an organizational level.
- Experience facilitating a large quantity of chainsaw and crosscut trainings to national standards and ability to acquire chainsaw C certification within a year.

- Experience with a variety of conservation skills and practices, including trail building/maintenance, fuels reduction, and invasive species management.
- The ability to spend long stretches of time in the field and comfortable in that environment.
- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- Valid driver's license and an insurable driving record.
- Must be able to pass Conservation Legacy's criminal history check requirements.

**Preferred Qualifications:**

- Professional proficiency with Microsoft Office Suite and ability to manage various databases and systems.
- Current C Chainsaw and Crosscut certifications, or past certifications and ability to recertify upon hire.
- Wilderness First Responder Instructor Certification.
- Experience with field data systems, GIS, and emergency on-call networks.
- 10 or more years of field-based experience in conservation, land management, or similar applicable industry.
- Certifications or experience in more than one saw standard (S212, MTDC, Game of Logging).
- Experience operating heavy machinery for trail construction.

**To Apply:** Send Cover letter and resume to Gail Loveland Barille at [gbarille@conservationlegacy.org](mailto:gbarille@conservationlegacy.org). The Cover Letter must include a response to the following question: Provide some examples of your experience working effectively with diverse communities, including those specific to the BIPOC community & 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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.*