**Title:** Ancestral Lands Conservation Corps Logistics Coordinator

**Starting Salary Range**: The starting salary range for this position will be in the $21.63 - $22.28 range, depending on experience, education, and skills relevant to the position.  Please note that the indicated starting salary range describes the range for an incumbent in this position.  Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

**Location:** Any of the ALCC Program Offices (Acoma, Albuquerque, Gallup, Hopi, or Zuni) Partial remote eligible within the contiguous United States only.

**Status: *​***Full-Time, Non-Exempt***​***

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

**Reports to:** ​ Ancestral Lands Logistics and Training Manager​

**Posting Period:** Please apply before April 5th, 2024

**Program Summary:**

Ancestral Lands Conservation Corps (ALCC) is a program of Conservation Legacy (CL).  ALCC provides conservation service opportunities for Indigenous youth, young adults, and recent-era military veterans in New Mexico and Arizona and works with other Native American communities and conservation corps across the country to provide similar opportunities. Our vision is to lead our Nations back to ecological and cultural well-being. ALCC’s crews are supported from operational bases in Acoma Pueblo, Albuquerque, New Mexico Land Grants Communities, Isleta Pueblo, Zuni Pueblo, Gallup, Wind River Indian Reservation, Kykotsmovi (Hopi), and an Individual Placement program that serves the region and nation.

**Position Summary:**

​​The Logistics Coordinator’s primary responsibility is to support the program’s logistical needs across all ALCC offices, with an emphasis on equipment, tools, vehicles, gear, PPE, and uniforms. This position will support eight ALCC offices based on the Navajo Nation, Wind River Indian Reservation, Hopi, Albuquerque, Land Grants Community, and the Pueblos of Acoma, Zuni, and Isleta as well as the ALCC Individual Placement program, and will require regular communication and check-ins with Program Coordinators, Managers, and Directors in each office. Travel will be required to field-based operations and multiple offices. A flexible schedule is a must.​​

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**Outcomes & Functions of Position:**

**Inventory and Tracking**

* Maintain an accurate inventory of all tools, equipment, gear, PPE, vehicles, trailers, and uniforms.
* Create a standard gear, tool, PPE, uniform, and swag issue for each type of crew and IP position ALCC operates.
* Oversee setup of supplies and equipment.
* Create protocols for herbicide storage and manage herbicide storage and herbicide supply.
* Manage re-supply of gear, tools, PPE, and uniforms for all ALCC crews and IPs.
* Manage information storage and flow within multiple databases and software systems.
* Ensure each crew and IP is issued appropriate tools, gear, equipment, PPE, and uniforms.

**Purchasing and Distribution**

* Work with Logistics and Training Manager to purchase gear, tools, equipment, PPE, and uniforms for all ALCC offices throughout the season.
* Distribute gear, tools, equipment, PPE, and uniforms to all ALCC offices in a timely manner.
* Work with local staff to coordinate gear, tool, equipment, and vehicles distribution for dynamic project types.

**Maintenance and Repair**

* Follow vehicle and equipment maintenance schedules created by ALCC Logistics and Training Manager.  Check-in frequently with offices to ensure these are upheld.
* Work with ALCC Logistics and Training Manager to develop and implement best practices across multiple offices for shop and equipment management, inventory, and maintenance of vehicles and tools. Assure these are communicated to and followed by ALCC Program Managers and Coordinators.
* Work with local staff to repair and replenish equipment and caches so crews have functional tools and gear for projects.
* Work with Logistics and Training Manager to manage the repair and maintenance of ALCC vehicles and trailers and lead driver training for all crew leaders.

**External Communications**

* Establish and maintain relationships with local and national vendors for all purchasing and repair needs (vehicles, tools, gear, etc.).
* Coordinate logistics with other Conservation Legacy operations to ensure efficient resource utilization across the state.

**Program Operations**

* Participate in staff and participant trainings both as a trainer and/or trainee.
* Enforce standards to help ALCC staff maintain shop and office areas.

**General Administration**

* Manage credit card and other expenses related to program operations.
* Participate in weekly standing meetings to keep track of local program needs.
* Establish frequent communication with local programs to remain updated on shifting logistical priorities and needs.

**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.*

**Minimum Qualifications:**

* Two (2) years’ experience in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, GIS, fencing, pesticide use, running backcountry crews, conservation-based programming.
* Excellent verbal and written communication, leadership, mentoring, and facilitation skills required.
* Excellent organizational skills.
* Flexibility, adaptability, and capacity to 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.
* 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.
* Ability to successfully work in a fluid, changing work environment.

**Preferred Qualifications**:

* Advanced experience in fleet management, small engine repair, and hand tool repair and maintenance.
* Current Herbicide Applicator certification for Arizona, New Mexico, or Utah, or be willing to obtain within 6 months.
* Two (2) years’ experience with conflict resolution and team building skills preferred, solution oriented.

**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 James Him at [jhim@conservationlegacy.org](mailto:jhim@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. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.*

*We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. 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.*