



## Position Description

**Title:** Recruiting and Professional Development Coordinator

**Date:** November 2014

**Reports to:** Executive Director

**Grade:**

**Status:** Full-time, Exempt

**Location:** Beckley WV

### **Summary:**

The Recruiting and Professional Development Coordinator will oversee and manage recruitment and training for our National VISTA program. The Coordinator will manage the recruitment process by posting and tracking incoming candidates, organize and conduct interviews, assist recruits with the enrollment process and ensure that incoming VISTAs have the necessary information and paperwork for their year of service. This position will also reach out to colleges, universities and various hiring firms to promote the OSMRE and DOI VISTA Teams. In keeping with our mission to provide professional development opportunities for our members, the successful candidate will identify training opportunities for current members, arrange webinars, and assist in the development and implementation of the bi-annual team trainings, East and West. Finally, the position will support our Masters' Degree programs with various colleges and universities and assure that VISTAs interested in federal service are connected to federal hiring offices, specifically the Bureaus within the Department of the Interior and in the Office Surface Mining Reclamation and Enforcement.

### **Essential Accountabilities and Functions:**

#### **Member Support**

- Oversee VISTA recruitment processes by tracking all available service opportunities and keep the postings current
- Assist candidates through the enrollment process and assure that all paperwork is complete prior to mandatory Pre-Service Orientation(PSO)
- Provide welcome material to new members
- Arrange webinars for members before and after PSO and throughout their term of service
- Organize welcome packets and uniform lists for members
- Updates Member directory and shares the directory quarterly with current members
- Maintains member files
- Works with Site Coordinators and VISTA Leaders to identify training needs and opportunities for Members
- Oversee compliance documentation for Member files
- Assists in the development and implementation of bi-annual team training
- Promotes Master's Degree program initiatives and supports leadership in working with colleges/universities
- Maintains database of non-compete eligibility for Members completing service (notifies member and federal agency of eligibility status)
- Processes exit paperwork for exiting members
- Works with Communications Coordinator for updating of Alumni database

- Maintains and monitors multiple listservs for all VISTA Members

#### **Administration**

- Ensure good communication between Support Offices (Beckley, WV; Washington DC,; Durango, CO)
- Ensure overall administrative systems and processes related to recruitment are working for all aspects of program
- Maintain systems for overall management of members serving in the field.

#### **Regional and Organizational Support**

- Maintain productive relationships and interface significantly with the other Conservation Legacy and program staff as well as leadership in DOI/OSMRE to provide assistance and communication regarding administrative details, program items and potentially identify areas of mutual benefit.

#### **Physical Requirements:**

To successfully perform essential functions of the Recruiting and Training Coordinator is required to sit, stand, walk, speak and hear. The Recruiting and Training Coordinator 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 and reach with hands and arms. The ability to drive a Conservation Legacy vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

#### **Qualifications:**

- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- The ability to communicate effectively with all staff in the organization and to understand financial needs as they arise.
- Excellent communication skills including both written and oral.
- Bachelor's Degree required.
- Valid driver's license, insurable driving record and acceptable background check
- Proficient in Microsoft Office Suite applications and ability to manage information in an organizational database.
- Experience in national service, VISTA or AmeriCorps or NCCC a plus.

#### **To Apply:**

Please email a letter of interest, resume and short writing sample (3 page, nonfiction) to April Trent, Executive Director ([april@conservationlegacy.org](mailto:april@conservationlegacy.org)) The position will remain open until filled with preference given to applications received on or before December 19, 2014.