



## **CIVICORPS JOB DESCRIPTION**

**POSITION TITLE: Conservation Program Manager**

**DEPARTMENT: Job Training**

**REPORTS TO: CFO/COO**

**DIRECT REPORTS: Job Training Coordinators, Operations Coordinator**

**FLSA STATUS: EXEMPT**

**LOCATION: Oakland, CA**

**COMPENSATION: \$85,000 to \$95,000 depending on experience**

### **ORGANIZATIONAL PROFILE**

Located in West Oakland, Civicorps is a dynamic non-profit that includes a charter school and two social enterprises. Civicorps' mission is to re-engage young adults, ages 18-26, to earn a high school diploma, gain job skills, pursue college, and embark on family sustaining careers.

Youth at Civicorps have the ambition, talent, and perseverance to succeed; what they deserve is personalized mentoring and support as they develop a plan to achieve their goals. Our participants have experienced failures of multiple systems – the traditional school system, the justice system, and the child welfare system. Against a larger Bay Area backdrop of accelerating income inequality, neighborhood displacement, and food and housing insecurity, Civicorps' programs and support services are more vital than ever.

Through our unique mix of personalized academics, paid job training, trauma-informed support services, and pathways to college and careers, Civicorps helps resilient youth overcome barriers, cultivate their talents, and unleash their potential.

You can learn more about our work by visiting our website:

<https://www.cvcorps.org/>

### **POSITION SUMMARY**

Responsible for the overall management of operations within the Civicorps Job Training program. Handles all land management and community needs contracts while exploring new opportunities and maintaining a team of skilled youth



## **CIVICORPS JOB DESCRIPTION**

development professionals. Supervises the development of new projects and contracts, oversees implementation and development of Corpsmember training, and oversees all aspects of training program components by performing duties personally or through direct management of Job Training and Operations team.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

#### **Program Management**

- Member of Civicorps Leadership Team. Plays role in setting direction for agency and identifying areas of growth and opportunity.
- Manages the Job Training department budget.
- Prepares written project and staff records. Maintains computer records of projects as needed.
- Ensures that time sheets, crew rosters, incident and accident reports, and all other required documentation is prepared and submitted in a timely manner.
- Ensures maintenance of assigned equipment and supplies.
- Oversees and supports community relations with the general public and Civicorps' sponsors.

#### **Contract Development**

- Manages the development of new projects through contacts with land management agencies, community-based organizations, city and county departments and other potential sponsors.
- Works with CFO/COO to negotiate new contracts and renewal contracts for work performed through Job Training programs.
- Assists in determining costs, potential funding, feasibility, and appropriateness of projects.

#### **Project Management**

- Maintains primary responsibility for ensuring that projects are well-planned, that necessary equipment and materials are available, and that safe working procedures are observed at all times.
- Provides technical assistance in project implementation and design specifications.
- Monitors projects in progress, inspects completed work for quality and quantity, and evaluates overall project success.
- Ensures timely, satisfactory, and fiscally sound completion of all work projects within the Job Training program.
- Oversees the procurement of appropriate project materials and equipment for proposed projects as needed.
- Monitors budget for individual projects.



## **CIVICORPS JOB DESCRIPTION**

- Assigns staff and Corpsmembers to crews based on available crew budgets and sponsor expectations.
- Maintains and improves processes to ensure for timely and accurate recording of staff and Corpsmember time and activities which supports billing and reporting requirements as well as proper pay to employees.
- Responsible for overall sponsor relations.

### **Staff Development and Supervision**

- Maintains and improves training program for supervisors and coordinators.
- Establishes performance standards, reviews and evaluates employees' performance; provides written as well as verbal evaluation of assignments; and disciplines as needed.
- Leads and facilitates staff meetings which include communicating clear expectations and department goals.
- Oversees onboarding and training program for new Job Training program staff. Ensures that comprehensive orientation is structured, consistent, and well documented.

### **Corpsmember Development**

- Monitors and assists in maintaining a high level of Corpsmember attendance, progress, and development.
- Monitors and assists in maintaining desired levels of Corpsmember retention and successful transition out of the Civicorps program.
- Oversees Corpsmember training and certification programs that are effective in building skills of participants and recognizing their achievements
- Designs job related training schedules in collaboration with the Job Training staff and other appropriate Civicorps staff.
- Oversees the Crew Leader training program, including selection of candidates and outlining staff crew leader training assignments.

### **MINIMUM QUALIFICATIONS**

- Experience managing contracts and budgets
- Experience managing staff and building team comradery
- BA or BS in related field with two years related experience or six years of related experience. Or equivalent combination of education and experience.
- Training in administration and program management involving youth in an education setting, teaching, on-the-job training, or conservation corps programs is a plus.
- Experience working with young adults in education, youth development, or job training setting
- Standard First Aid and CPR certificate or ability to quickly obtain



## **CIVICORPS JOB DESCRIPTION**

- Valid driver's license with ability to be placed on company insurance
- A commitment to serving the resilient young adults of the East Bay and creating opportunities for their educational and career success
- A commitment to advancing racial and social equity
- Committed to environmental stewardship and diversifying the conservation workforce
- Ability to work independently and strength in multi-tasking, goal-setting, and workload prioritization, while also maintaining collegial and productive relationships with the Job Training team, and other Civcorps staff, and our Corpsmembers
- Ability to form collaborative relationships with a diverse set of internal and external stakeholders

### **OTHER QUALIFICATIONS**

- Technical knowledge in landscaping, resource management, erosion control, revegetation, fire prevention
- Technical skills in trail building and repair, minor renovation, construction
- Technical skills with power tool use and maintenance such as chainsaw, brush cutter, pole saw, hedge trimmer

### **EMPLOYEE BENEFITS**

Civcorps has a culture of caring for each other, personally and professionally. We enjoy a working environment that includes on-going staff activities, employee recognition programs and much more. We are a family-friendly workplace.

Civcorps offers a competitive employee benefits package including:

- Health Plan Options, including mental health care. Select from Kaiser HMO or Aetna PPO
- Dental and Vision
- Employer Paid Long Term Disability
- Employer Paid Life, Accidental Death/Dismemberment Insurance
- Paid Time Off, with additional paid winter leave
- 403(b) retirement plan with generous company match
- Flexible Spending Account for Health/Child Care
- Professional Development opportunities through workshops and conferences
- Free Parking (close to BART and Jack London Square)

Civcorps is an equal opportunity employer. We do not discriminate based on race, color, creed, gender, religion, sexual orientation, marital status, gender identity and



## CIVICORPS JOB DESCRIPTION

expression, domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, or any other unlawful consideration. We will consider for employment all qualified applicants, including those with a prior record of arrest or conviction, in a manner consistent with the requirements of applicable federal, state and local laws. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.

### **HIRING PROCESS**

Civcorps actively cultivates an institutional culture that reflects the values of respect, equity, and inclusion that we seek through our work to amplify in the larger world. We welcome all qualified candidates to apply for this position and encourage applications from candidates whose lived experience gives them expertise in serving the communities we work with.

**To apply, please submit a cover letter and resume addressing your qualifications and interest in this position with the subject line “(your first and last name): Conservation Program Manager.” No Phone Calls Please.**

We are eager to fill this key position. Applications will be reviewed on a rolling basis, with the goal of having this position filled as soon as possible.

Qualified applicants will be invited to an initial brief screening interview via phone or video. Selected candidates will then be invited to an in-person interview.

A final offer of employment will be contingent upon reference checks, ability to pass state and federal background checks, ability to be placed on company vehicle insurance plan, and a TB test. As a re-entry program, we encourage and will consider for employment qualified applicants with arrest and conviction records.

We appreciate your time and interest in contributing your talents to the Civicorps’ mission! We wish we could respond personally to all applicants, but only those chosen to interview will be contacted.

**NOTICE: The statements herein are intended to give a broad description of this job function and should not be construed as an exhaustive list of all responsibilities, duties and skills required. Other duties and/or projects may be assigned.**

For More Information:

Visit the Civicorps website: <https://www.cvcorps.org/join-us/job-opportunities/>