Title: Ancestral Lands GIS Monitoring Program Coordinator
Reports to: Ancestral Lands Program Director
Location: Durango, CO/ Tuba City, AZ
Start Date: February 2, 2015
Status: Full Time, Exempt, Regular
Benefit Eligible: Full
Application Deadline: Preference given to applications received before December 14th

Summary:
The Program Coordinator’s primary role is to oversee a new invasive species monitoring program through leadership, technical support, and administrative coordination. The program is developed in partnership with the Navajo Nation and Bureau of Indian Affairs (BIA) and Southwest Conservation Corps’ (SCC) Ancestral Lands (AL) Program. Primary responsibilities are to coordinate, manage, and ensure the quality completion of noxious weeds survey projects and attainment of SCC’s mission. Additional responsibilities are to serve as the technology specialist for the program to maintain and troubleshoot technology problems including ARC GIS, Geo-Spatial technology, tablet/hardware, mapping software, Microsoft Office and communication equipment. The Position will provide training to Crew Leaders, Corpsmembers and co-workers and serve as the partner liaison with the BIA. The role served is a mix of office-based work, and will also require regular field presence based on organizational and program needs. This position will require employee to work weekends, nights and occasional extra days to accomplish duties. The Program Coordinator will be responsible for the management of projects and partners as well as successful SCC AL crew outcomes and will be instrumental in outreaching the successes of this program to potential partners in order to secure projects for the future.

SCC’s Ancestral Lands program is an AmeriCorps program supported through the Corps Network which provides service-learning opportunities to Native American young adults, ages 16-30 by providing career training, workplace skills, educational support, and other opportunities in the outdoors. The program seeks to prepare these young adults to secure employment or enroll in higher education within one year following their service in the program.

Essential Responsibilities and Functions:

- **Technical Support**
  - Develop specific noxious plant inventory methodology in partnership with BIA
  - Ensure consistency and accuracy in field sampling methodology
  - Provide technical assistance to crews on using tablets as a vegetation inventory tool and creating a geospatial database.
  - Provide technical assistance in ESRI GIS applications for field and office
    - ESRI ArcGIS and ArcPad
    - PDAs for storing field data
  - Provide technical assistance in GPS, data backup and consistency
  - Build and manage a geospatial database
  - Provide botanical and plant ID assistance
- **Tribal Relations**
  - Develop working relationship with Tribes and BIA
Sensitivity to working on Tribal sacred lands and practices

Instruction and Field Support
- Manage on-the-ground project quality and quantity by providing technical assistance/training to crews.
- Schedule field work, mobilize crews and coordinate inventory
- Assist with training tablet sampling methodology
- Outfit and support interns using ESRI or other GIS/GPS gear in field sampling
- Advise and council crews on sampling and data
- Provide leadership guidance and support to crew leaders through regular field visits.
- Participate in a formal evaluation process of seasonal field staff.
- Enforce all SCC Policies and Procedures.
- Implement risk management procedures in the field to create a safe working environment.
- Participate in a weekly on-call system for crews in the field.

Data Management
- Coordinate quality control/quality assurance processes for BIA partners
- Coordinate data aggregation and delivery to BIA
- Establish data management standards
- Ensure consistent data outputs for partners
- Support crews in correctly managing data to ensure conformity to standards

Organizational
- Manage timely completion and quality control of all project outcomes.
- Represent SCC at inter-agency meetings
- Present findings and outputs from projects to varied federal, state, Tribal and interested parties
- Document and evaluate SCC Invasive Inventory operational outcomes and processes
- Outreach to potential project partners to secure funding for future projects

Staff Development and Training:
- Work with the Program Director to develop and implement Crew Trainings
- Develop training schedules and resources to meet seasonal and regional training needs.
- Participate as a lead staff trainer and exemplify appropriate field staff behavior.

General Administration:
- Work within the established program budget, and report purchases to the Program Director.
- Complete regular program paperwork field site visit reports.
- Oversee the professional documentation of project accomplishments, time sheets, daily and weekly reports, Corp Member and Crew Leader Evaluations, incident reports, and other programming paperwork.
- Manage credit card, petty cash, and other expenses related to program operations.

THE JOB RESPONSIBILITIES LISTED ABOVE ARE NOT COMPREHENSIVE AND MAY CHANGE AT ANY TIME BASED ON CIRCUMSTANCES AND/OR NEW NEEDS ARISING.

Minimum Qualifications:
- Degree in Environmental Science or related field.
- Demonstrated program management success.
• Experience in training technical skills to user groups.
• Working knowledge of mapping as a vegetation inventory tool preferred.
• Technical competency in ESRI GIS applications for field and office: ESRI ArcGIS and ArcPad, PDAs for storing field data
• Technical competency and field experience with GPS
• Technical competency in building and managing a geospatial database
• Botany and plant ID skills (Southwest US area preferred)
• Experience and strong desire to work with Native American young adults.
• Flexibility, adaptability and capacity to work in a fluid, changing work environment.
• Demonstrated organizational and managerial experience.
• Computer literate (MS Word, Excel, and Outlook proficient).
• Excellent communication, mentoring, organization, problem-solving and supervision skills.
• Valid driver’s license and an insurable driving record, as determined by organizational policies.
• Must be able to pass a criminal history background check.
• Must hold an official certification in CPR and Wilderness First Responder or Wilderness First Aid and has demonstrated good judgment in emergency situations.
• Desire to spend time in the company of young adults and have the ability to instigate fun!

**Essential Functions:**
While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear. The employee is frequently required to use hands to operate objects, tools or controls, and to reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to focus. The employee is occasionally required to drive an SCC vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work requires some overnight and weekend travel.

To apply please send resume and cover letter to Chas Robles, Southwest Conservation Corps Program Director, chas@conservationlegacy.org. Applicants who meet the minimum qualifications will receive a response.