Job Announcement

POSITION TITLE: AmeriCorps Program Coordinator  
STATUS: Full-Time, Exempt  
REPORTS TO: AmeriCorps and Recreation Programs Director  
POSITIONS REPORTING TO THIS POSITION: None  
LOCATION: Yerington, NV with possible travel to Reno, Nevada office and other locations within the Walker Basin.

BACKGROUND: The Walker Basin Conservancy (Conservancy) leads the effort to restore and maintain Walker Lake while protecting agricultural, environmental and recreational interests in the Walker Basin (www.walkerbasin.org). The Conservancy acquires water rights and ranches to increase freshwater flows to Walker Lake. We re-establish native plant communities on former agricultural fields, increase public access and recreation opportunities, and develop practical solutions to save Walker Lake.

From creating Nevada’s newest State Park (the Walker River State Recreation Area) to adding thousands of acres to Wildlife Management Areas, our work impacts thousands of community members, ranchers and recreationists every year. The Conservancy operates a nursery that produced more than 25,000 native plants in 2021 and produces native seed for conservation purposes on its properties. Our team comprises approximately 30 full-time employees and between 15 and 40 AmeriCorps Members given the season.

We invite you to join us in our ambitious mission to restore Walker Lake. The Conservancy has an inclusive, positive culture that values work-life balance and growth opportunities. Our generous benefits package further separates us from other non-profits and local employers.

JOB PURPOSE: The AmeriCorps Program Coordinator will provide support for the Conservancy’s AmeriCorps program operations. Responsibilities will include working closely with AmeriCorps members and staff located in Yerington and greater Walker Basin to ensure grant compliance and smooth field operations. The position will also assist the AmeriCorps Program Director with tracking grant performance measures, managing AmeriCorps members, and preparing grant application documents and progress reports. These tasks require a high level of organization and administrative skills.

Essential Functions

- Assist with the management of the Conservancy’s AmeriCorps Program, including:
  - Assist with AmeriCorps Member recruitment including reviewing applications and conducting interviews and reference checks.
  - Assist with AmeriCorps Member orientation and training.
  - Conduct crew and member check-ins, in the office and in the field and when necessary, forward issues and concerns to a manager or director.
  - Assist with the planning and scheduling of professional development and education sessions.
  - Review weekly crew stewardship database entries and record AmeriCorps grant performance measures.
  - Assist with weekly de-rig operations.
Ensure crew timesheets and AmeriCorps service logs are complete and correct and communicate with members to remedy necessary corrections.

Coordinate with Crew Leads and Lead Techs, send weekly member announcement and timesheet emails.

Assist with quarterly grant reporting.

Coordinate onboarding/exit from Conservancy housing including distribution and collection of housing-related paperwork, and assignments.

Assist with housing issues between members – listen to and document issues and complaints, involve appropriate staff in finding resolutions.

Coordinate transportation for new and departing members (travel to airport, bus, train station often on weekends).

Manage inventory and distribution of member uniforms.

Manage and distribute office mail.

Other duties as assigned.

Qualifications

- At least three years of experience in management, operations, or administrative assistance;
- Previous conservation, field work, or AmeriCorps experience preferred;
- Ability to multi-task and manage priorities effectively with intermittent disruptions;
- Ability to operate with a high degree of independence and professional judgment;
- Proficiency with Microsoft Office Suite (Word, Excel and PowerPoint), internet, electronic filing systems, etc.;
- Proficiency with databases or Microsoft Access preferred;
- Excellent interpersonal and communication skills, both written and oral;
- Extremely organized and detailed-oriented with strong commitment to accuracy;
- Valid, state-issued driver’s license with a clean 3-year driving record;
- Overall passion and interest in the organizations mission;
- Pass a National Sex Offender Public Website check and Criminal History Check; and
- High school diploma or equivalent required; and
- Associate’s or bachelor’s degree preferred.

Physical and Mental/Intellectual Requirements

For indoor work: Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

For outdoor work: Strength, dexterity, coordination, and vision to use tools and equipment for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Strength and dexterity to
operate small, medium, and heavy equipment. Strength and stamina to endure standing and working for long periods of time and in extreme weather conditions. Dexterity and vision to observe oncoming traffic hazards and react quickly to emergency situations. Some heavy lifting (over 75 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions
Position functions mostly indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

Work may sometimes occur in an outdoor setting with varying weather conditions, including, but not limited to: extreme heat, dry conditions, rain, snow or hail, and extreme cold. Work sites will generally be in areas with at least primitive road access for crew vehicles. Work sites will generally not have access to potable water, restroom facilities, or cellphone signals, and Technicians will be expected to follow Leave No Trace principals on work sites without facilities. Work will frequently require hiking over rough terrain while carrying tools and equipment.

Environment is generally dirty, with prolonged exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

COVID-19 Pandemic Response
The Conservancy is requiring all staff and members to be fully vaccinated by their position start date or have a documented medical or religious exemption.

The Conservancy continues to follow CDC and state/local guidelines and may reinstate previous COVID policies should the CDC or state/local guidelines become more stringent. The Conservancy will keep applicants updated should COVID policies change.

Salary & Benefits:
Yearly salary range of $41,600-$54,080 based on the level of experience.

Excellent employee benefits package which includes:
- Employer paid health, dental and vision plans for employee (worth over $5,200 annually);
- Life insurance plan for employee (pays up to 1x employee’s yearly salary to beneficiary)
- Retirement 403(b) plan including a Conservancy contribution equal to 6% of your salary ($1,996 to $2,745 annually);
- 120 hours of annual paid vacation, increasing to 160 hours after first year, 16 hours of annual personal leave, and 60 hours of annual sick leave;
- 12 paid holidays plus a Conservancy paid holiday week between Christmas and New Year’s;
- Health and wellness subsidy of up to $300 annually and access to outdoor industry pro-deals.
• Uniform stipend of up to $200 annually, along with some uniform pieces being provided;
• Monthly cell phone reimbursement of $35 ($420 annually); and
• Employer paid professional development.

Position will remain open until filled. Only top candidates will be contacted.

All applicants must also submit an Employment Application Acknowledgement form that can be found on our website at: https://www.walkerbasin.org/join-our-team

Please send cover letter and resume to:
Amy Gladding
amy.gladding@walkerbasin.org
Subject Line: AmeriCorps Program Coordinator

Please call (775) 463-9887 ext. 116 with questions.

Walker Basin Conservancy is an equal opportunity employer.

Equal Opportunity Statement – Walker Basin Conservancy is an equal opportunity employer. The Conservancy does not discriminate against any employee, applicant, director, officer, contractor, or any other person with whom it deals because of race, creed, color, disability, age, sex, veteran status, religion or political affiliation. The Conservancy complies with all federal and local statutes prohibiting discrimination in employment.

Reasonable accommodations may be provided for qualified individuals with a disability.

Disclaimer - The statements contained herein are intended to describe the general nature and level of work to be performed by the employees in these positions. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in each position. Other responsibilities, duties, and skills may be assigned and management retains the right to add or change the responsibilities, duties, and skills at any time.