



SUNY-EOC | 100 New St. Rm 239 | Syracuse, NY 13202
onondagaeearthcorps@gmail.com | www.onondagaeearthcorps.org | 315-565-3797

Position Release 08/2017

Position Title	Conservation Corps Program Coordinator
Status	Full-time, Exempt [35-40 hours/week]
Deadline	Submit documentation ASAP
Start Date	ASAP
Interviews	Ongoing
Compensation	Salary commensurate with experience

Onondaga Earth Corps:

The Onondaga Earth Corps (OEC) is a locally based, youth development and conservation corps program focusing on community and environmental stewardship in the Greater Syracuse Metropolitan Area. OEC enrolls youth and young adults, ages 15 to 25, in “earn to learn” positions to educate the community about the benefits of environmental stewardship through completing environmental and neighborhood improvement projects. OEC has a strong experiential learning and service component, and often completes projects or arranges volunteer service within the community.

Position Overview:

The Program Coordinator performs many roles and is key to smooth planning and implementation of OEC’s programs, which include youth development, community based tree planting, green infrastructure and other special programs. The Program Coordinator will lead and work with a small team of staff and crewmembers (ages 15-25) responsible for community outreach, identifying planting sites, tree planting, watering and caring for trees, and maintenance of green infrastructure installations. Crewmembers are recruited as part of a larger team that works on multiple OEC projects (see Conservation Crew Member position for details). The position is multi-faceted and demanding, but with opportunities for rewarding achievements, and valuable professional and career growth.

Successful candidates will demonstrate high standards, attention to detail, compassion, excellent judgment, and the desire to devote themselves to youth development/mentorship and environmental conservation. The Program Coordinator position requires both supervisory and technical aptitude in urban forestry or a similar field, a high level of comfort with diverse collaborators and youth, and the ability to work in the outdoors comfortably. This is a staff position therefore the candidate must demonstrate high level leadership skills and ability to resolve problems in an efficient but respectful manner.

Program Coordinator Duties and Responsibilities:

- Work with OEC staff, project partners, community partners, and project hosts to plan and implement programs that train youth in conservation, job readiness, leadership and civic engagement skills.
- Work with OEC Executive Director and Board of Directors to inform the development of programs, create strategic goals, and help grow the organization.
- Prepare curriculum, activities and workflows for program staff and crewmembers.
- Work with OEC team to recruit youth and young adults eligible for OEC programs
- Plan pre-program and program training suitable to completing OEC contracts, grants and other obligations.
- Track measurable educational outcomes and work outputs.
- Manage and supervise program staff.
- Participate in day-to-day details of conservation crew work in collaboration with other team staff.
- Perform heavy manual labor for extended periods of time and under adverse weather conditions alongside crew.
- Teach and/or present project information to elementary through college students as well as community organizations and general public.
- Monitor, manage, and promote the crew's and one's own physical and emotional safety on and off the work site.
- Compile summaries and reports from work logs and training logs that demonstrate programmatic successes and areas for improvement.
- Develop and manage data relevant to program (such as tree locations, maintenance touches, maps, etc.)
- Transport crew and tools safely in OEC's passenger van and/or pickup trucks.
- Provide mentorship to staff and program participants.
- Promote individual corps member development and leadership skills
- Represent Onondaga Earth Corps in meetings, conferences and community events.
- Position requires evening and weekend work due to community events and programmatic considerations.

Qualifications:

- 3-5 years of supervisory experience preferably in youth or conservation related organization.
- Leadership experience, preferably with diverse young adults.
- Previous Conservation or Youth Corps experience preferred.
- Demonstrated ability in program development and implementation.
- 3-5 years of urban forestry, green infrastructure, conservation, construction or landscaping experience preferred. NYS CNLP, ISA Arborist Certifications, or similar favorable.
- Physically fit and able to work long days in adverse conditions.
- Good driving record (insurable) and current driver's license.
- Ability to safely drive pickup truck with 12-16' trailer and 15 passenger van.

- Relevant college coursework or degree preferred.
- Current First Aid or higher and CPR certification preferred.
- OSHA Certification (OSHA 10 required, OSHA 30 preferred) [training may be available post hire]
- Sense of humor, spirit of adventure, and desire to make a positive difference.
- Background check must be completed as position requires working with youth.
- Computer literacy a must. Typing, email literate. Microsoft Office Suite. Google Suite. GIS, Adobe Suite experience preferable but not required.

To Apply

Visit onondagaeearthcorps.org/Jobs at OEC to download position description and application form. Fill out the application completely.

Submit cover letter, resume and completed application to:

Via email to: onondagaeearthcorps@gmail.com

Mail or hand deliver to: Onondaga Earth Corps
100 New St. Rm 239
Syracuse, NY 13202