



Position Announcement: Conservation Corps Project Coordinator

Heart of Oregon Corps is hiring for a qualified Conservation Corps Project Coordinator with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people. We're looking for a Project Coordinator who can interface with our partners to coordinate field project logistics and risks, ensuring Crew Leaders and youth Corpsmembers are prepared to meet project goals effectively and safely.

At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. Heart of Oregon Corps trains tomorrow's workforce today. The Project Coordinator works with our conservation corps year-round programs, where local Opportunity Youth learn employability and leadership skills while protecting and improving area public lands. Learn more at www.heartforegon.org.

This dynamic position bids, plans, schedules, and tracks data for projects with our partners and customers. The Project Coordinator is responsible for making sure our Crew Leaders and youth head into the field with the scope, tools, maps, trailers, and skills training they need to complete the project goals effectively and safely. The position helps to train and support staff Crew Leaders. This position also coordinates vehicle, trailer, and tool maintenance for the program, and provides front country logistical and emergency response when our crews camp overnight. In addition, the Project Coordinator provides supervision and support for our AmeriCorps Land Stewardship Trainers who develop and deliver skills training and environmental education lessons to the youth. Coordinating youth scheduling and attendance tracking, assisting other staff with youth orientation, case management, discipline and coaching is also a responsibility.

This position is primarily based out of our Bend, Oregon office with weekly scheduled time also spent at our satellite office in Prineville, Oregon. The position works in the field doing project bids, visits, training, or filling in for Crew Leaders as needed for vacations or emergencies. The position is supervised by the Program Director and is a part of a larger program team of 6 staff. Heart of Oregon Corps is a large regional non-profit that operates 6 youth training programs.

The ideal candidate will have at least 2 years of demonstrated experience relevant to field project coordination, skills, logistics, safety, and equipment. A Bachelor's Degree (or directly related demonstrated equivalent experience) is required. A combination of the following other qualifications is preferred, but not required: general understanding of tool and vehicle operation and maintenance, S212 Sawyer certification, Wilderness First Responder certification, one year of more of experience with natural resources conservation-related projects, bilingual (Spanish) skills. A good sense of fun and humor is also welcomed and desired! A strong commitment to respecting the ideas and intelligence of young people and ability to relate to and support a multicultural group of people is critical. A successful candidate will have flexibility, adaptability, and problem solving skills to balance a multi-dimensional role in a rapidly changing environment.

Starting wage range for the position is \$17.50-18.00/hour (firm). This is a full-time, year-round, hourly staff position, with employee health, dental and vision benefits paid 100% by the employer, a \$600/year

phone stipend, 9 paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year, with leave benefits increasing after 2 years of service. See <http://heartoforegon.org/who-we-are/careers.html> for a full benefits summary.

PROCESS:

If you are interested please submit the following to Human Resources by **September 24, 2018**:

- A HOC Employment Application (<http://heartoforegon.org/who-we-are/careers.html>)
- A Cover Letter (in the body of an email is ok)
- A Resume

Send to:

Heart of Oregon Corps, PO Box 279, Bend OR 97709

-or-

Email via Craigslist "reply" button, or [hr\(at\)heartoforegon.org](mailto:hr@heartoforegon.org)

-or-

541-526-1314 (FAX)

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. Valid driving license and good driving record required, drivers must complete a DMV check. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply!

Interviews will take place the week of October 1, 2018. All applicants will be contacted by phone or email regarding your application results by the end of the process. We strive to respect the time and effort required to apply.

Heart of Oregon Corps is an equal opportunity employer; auxiliary aids and services are available upon request to individuals with disabilities. Alternative formats are available upon request by contacting hr@heartoforegon.org. As a recipient of Federal financial assistance, Heart of Oregon Corps is prohibited from discriminating on the grounds of race, color, religion, gender, national origin, age, disability, political affiliation or belief, and against any beneficiary of programs on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States.