



# JOB DESCRIPTION

**POSITION:** Northwest Service Corps Program Coordinator

**BENEFITS OVERVIEW:** Salary Range \$30,000 annually. Benefit Package includes: Generous Personal Leave, Paid Holidays, Medical Coverage, Dental Coverage, Disability Insurance, and an 403(b)(7) investment plan.

**TERMS OF EMPLOYMENT:** 12-month full-time position with paid leave in December to early January after the first field season. Northwest Service Corps is a semi-residential program requiring long days, flexible schedules, and dedication to quality. Time in Field- 50% Time in Office- 50%.

## PROGRAM BACKGROUND

Northwest Youth Corps (NYC) is celebrating its 34th year providing unique and rewarding outdoor work and leadership experiences for youth and young adults. Northwest Youth Corps offers a variety of field-based, leadership, education and youth development programs. All programs offer youth and young adults work training experience in a challenging outdoor format stressing education and personal growth. Northwest Youth Corps programs serve over eight hundred youth and young adults annually, operating in Oregon, Washington, Idaho, and California in partnership with over 35 different resource management agencies.

The Northwest Service Corps program is a crew based conservation service program in which members earn a living allowance and AmeriCorps education award while gaining hard and soft skills. The program works to engage young adults from all walks of life and provide an experience that propels them in to future careers. Hard and soft skills are taught and reinforced throughout the members term through daily lessons, professional trainings, and professional coaching by leaders and NYC staff. NSC alumni have gone on to successful careers in many different fields, our goal is to help get each participant the skills needed for their success.

## JOB DESCRIPTION

The NSC Program Coordinator is responsible for the overall operation and success of 6 to 9 NSC crews. They work with program partners and NYC staff to develop and coordinate paid work projects. They often put in long days while supervising the successful completion of a wide variety of manual labor projects. They also give technical and logistical support; delivery of tools, project productivity, quality control, safety, motivation, prepare required paperwork and are required to teach the skills necessary to operate many different power tools in a safe, efficient manner. This person will be based in Eugene and will spend nights in the field as needed (see below for breakdown). The Program Coordinator also works closely with crew leaders and members to ensure members personal and professional growth and development. This requires strong communication and interpersonal skills, strong organization, and attention to detail. The right person for this position will be also solution oriented with a constructive and collaborative approach.

## DUTIES AND RESPONSIBILITIES

- *Staff member Supervision* – Coordinate all operations of NSC young adult crews, works closely with crew leaders to set expectations and responsibilities, supervise operations, maintain crew discipline, resolve conflicts, and establish expectations for crew conduct and production.
- *Work Project Supervision* - Responsible for the safe completion of assigned work projects in a timely manner to predetermined specifications. Work closely with Crew leaders to direct members with specific attention to safe work practices, proper tool use, work quality, skill development, and efficiency of production.
- *Record Keeping* - Responsible for maintaining work reports, written Crew leader evaluations, timesheets, and a variety of other paperwork.
- *Education* - Works closely with Crew leaders to meet all educational expectations and requirements of program. Also, to integrate NYC's environmental education program into each weeks work schedule.
- *AmeriCorps* – Responsible for crews meeting AmeriCorps requirements including: trainings, hours, and program eligibility. Will work closely with other staff to track member hours.
- *Administrative* – Hiring leaders and members, update trainings and manuals, paperwork, complete timesheets, project solicitation, write project specifications, scheduling work, and support grant writing and tracking.
- *Training* – Leads training of Community Conservation Corps leaders and members. This person will also offer assistance in other programs' trainings as needed.

## **To Apply**

Send a cover letter, resume and four references to David Nestor, Program Manager, Northwest Youth Corps, 2621 Augusta Street, Eugene, OR 97403 or you may e-mail [davidn@nwyouthcorps.org](mailto:davidn@nwyouthcorps.org) with NSC Program Coordinator in the

subject line and document attachments in either word or pdf format. Please do not call or drop in. Additional program information can be found at <http://www.nwyouthcorps.org/m/>

**Northwest Youth Corps is an Equal Opportunity Employer** - Our core purpose is to provide opportunities for youth and young adults to learn, grow, and experience success. We believe diversity is a key source of strength for our communities, and we strive to create a safe and empowering environment for participants from a wide range of backgrounds and abilities. We are deeply invested in the success of youth and young adults of all races, ethnicities, gender identities, religions, sexual orientations, economic statuses, or other socio-cultural identifiers.