



ROCKY MOUNTAIN YOUTH CORPS
Position Description - 2022

<u>POSITION TITLE:</u>	Natural Resource Internship Program Manager (NRI PM)
<u>POSITION TYPE:</u>	Full Time, Salaried, Exempt Employee
<u>SALARY:</u>	\$55k-\$60k annually
<u>BENEFITS:</u>	Health, dental, vision, disability, and life insurance; Retirement plan; Paid vacation, sick time, holiday pay, and parental leave.

Applicants must submit resume, three professional references, and cover letter to:
hrdirector@rockymountainyouthcorps.com
Subject Line: Internship Program Manager

Summary: The NRI PM directly oversees and manages the Natural Resource Internship Program. The primary duties of this position are broken down into four main components: recruitment and hiring; host agency and internal communication; program management; and outreach and various administrative tasks. The NRI PM engages various land management agencies throughout Northwest CO in placing individual interns for seasonal conservation focused experiences. A main focus of this position is the connection between land management partners, individual interns and RMYC staff to ensure that these experiences meet the high standard of RMYC programming. This is primarily an office-based position.

Essential Duties

RECRUITMENT AND HIRING:

- Work with land management partners and RMYC staff in creating accurate Position Descriptions for a variety of unique internship opportunities;
- In collaboration with other RMYC Program Managers, post available positions on a variety of job board platforms (online), attend relevant career and job fairs etc;
- Ensure Internship opportunities are up to date on the RMYC website;
- Work with RMYC staff to ensure application is up to date;
- Engage RMYC alumni in available positions and manage RMYC's alumni incentive program for the NRIP
- Organize applicant materials, positions of interest and communicate with relevant land managers per each position;
- Work with HR Director to ensure all onboarding tasks are completed and paperwork filed.

COMMUNICATION:

- Internal (RMYC) and external (Land Management Agency) communication, primarily via email and phone, is a cornerstone of success in this position;
- Accurately communicate all applicant information to land management partners;
- Accurately and effectively communicate payroll information, AmeriCorps data and any changes in normal intern operations in programming to relevant RMYC staff;
- Visit interns in the field as time allows;
- Check in with interns regularly regarding how their season is going and facilitate conversations as needed with the assistance of HR as needed;
- Collect evaluations from host agency and interns;
- Communication with pass-through agencies (CYCA and Conservation Legacy as examples) with regards to reporting and evaluations.

PROGRAM MANAGEMENT

- Provide program information for social media and marketing materials;
- Organize and facilitate Intern Orientation sessions throughout the field season;
- Collect and track program and participant paperwork;
- In collaboration with RMYC staff, approve and track timesheets and service hours;
- Troubleshoot personnel issues as they arise in collaboration with participants, RMYC staff and land management staff;
- In collaboration with the Program Director, oversee NRI AmeriCorps Program and the various administrative tasks as needed;
- Assist with Intern related expense tracking and documentation;
- Track hours and spending for each agreement.

PARTNER OUTREACH

- Work with the Program Director in establishing new partnerships with land management agencies in RMYC's service region;
- Establish relationships with colleges and universities, army bases, local high schools and workforce development offices to recruit participants;
- Communicate program priorities and processes to new land management partners and provide a line of communication to answer any and all concerns/questions.

Physical Demands and Work Environment

RMYC is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch, type, read, repetitive motions, lift up to 25 pounds, and/or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required. Noise level is typically low to moderate.

Required Knowledge, Skills, and Abilities:

- Exceptional organizational skills, ability to exercise independent judgment and discretion on matters of significance, self-motivated and confident
- Extremely proficient with Word, Excel, Publisher, Databases, social media platforms, and other computer skills
- Ability to clearly and effectively communicate written and orally
- Ability to work and think autonomously including exceptional decision-making skills
- Flexibility in work hours required
- Sound judgment and ability to implement RMYC policies and procedures
- Clean driving record (Driver's License background check required)
- Clean criminal background check (Federal and State background check required)
- Ability to meet physical and work environment demands of the position
- Must be at least 21 years old (RMYC driving insurance policy)

Rocky Mountain Youth Corps is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.