



Take action
Build community
Work & learn
With the land



VERMONT
YOUTH
CONSERVATION
CORPS

Conservation Project Coordinator

Department: Conservation

Position Start: January 2025

Who We Are

VYCC's Conservation Program engages young people in hands-on projects that benefit Vermont's environment and communities. The work of a Conservation Crew includes trail construction and maintenance, carpentry, water quality improvement, and forest management. Conservation Crew Members are essential to the success of any Conservation Crew and their efforts have a significant impact on habitat, water quality, and outdoor recreation in Vermont.

Position Overview:

We are looking for a Project Coordinator (PC) who is passionate about engaging young people in high quality hands-on projects that improve and expand access to recreation, improve habitat and ecosystem resilience, and create a multitude of conservation and community impacts.

A successful candidate is skilled in recreation and conservation projects, is a teacher and problem-solver, and is excited about growing themselves in the field of conservation. Utilizing industry best practices, the PC trains Corps Members to carry out multi-week projects. The PC is key in ensuring projects are completed to a high degree of quality that matches our standards and our partners' expectations. The PC works closely with multiple crews to support multiple projects throughout the field season. The PC is an integral part of a highly motivated group who makes a lasting impact in the community, the land, and the lives of young people.

Depending on the schedule of projects each season, the focus of the Project Coordinator may be on trail projects or may support a broader portfolio of other projects including carpentry, natural resources, forestry, water quality, and more. Working as part of the Conservation Team, there is ability to match skillset and interest of candidates with the right projects.

Essential Functions:

Project and Partner Development

- Scout, plan, and coordinate Conservation projects
- Prepare project information, designs, maps, and resources for crews in the field
- Deliver in-field training and project support to crews
- Conduct pre and post season site visits

- Build relationships with new and existing project partners. Effectively communicate the value and impact of the VYCC experience

Crew Support and Oversight

- Participate in annual program design, planning, and goalsetting
- Assist with Crew Leader and Crew Member training
- Assist with program events such as crew start-ups and closures
- Work closely with Crew Leaders and project partners to ensure high standards for safety
- Provide project supervision and on-call support
- Model and uphold high standards for safety and quality

Administrative Support

- Serve as a liaison and contact for project sponsors and partnering agencies
- Participate in strategic meetings with major project sponsors
- Maintain project sponsor and work project databases
- Assist with project documentation, data collection, and reporting
- Assist in annual budgeting cycles

Qualifications, Knowledge, Skills and Abilities

The following list of skills and experience is for an ideal candidate. If you're excited about this role but your experience aligns with most but not all of what is listed below, we encourage you to still consider applying!

- Passion for VYCC's mission and an ability to communicate this purpose to others
- Experience in one or more project areas: Trail maintenance and construction, rock work, carpentry, forestry and chainsaw operation, tree planting, invasive species removal.
- Expertise in Corps programming, education, youth development, and/or workforce development
- Excellent communication skills, both written and verbal, with the ability to represent the organization externally
- Demonstrated commitment to the values of diversity, inclusiveness and empowerment
- Flexibility to work outside of regular business hours when required
- Provide on-call support for crews
- Valid driver's license and satisfactory driving record
- Ability to travel throughout Vermont and, on some occasions, New Hampshire
- Ability to hike up to 5-miles in steep, uneven terrain while carrying tools or gear
- Comfort working on water with light watercraft
- Ability to acquire and maintain a current Wilderness First Aid certification (available upon hire)

Our Workplace

This position is based out of the Vermont Youth Conservation Corps campus in Richmond, VT. Our open office offers staff opportunities to interact and collaborate. Staff members can balance working remotely and on-campus in collaboration with their team schedule, tasks and all-staff gatherings.

Successful staff are able maintain focus and productivity, balance personal initiative and independence, and plug into our team in ways that help us do our best work as an organization.

Compensation & Benefits:

- **Position Status:** Full-time, Year-Round, Exempt
- Compensation for this position starts at \$44,000
- Medical and dental insurance; Health Savings Account (HSA) with matching contribution; disability and group life insurance (once eligibility criteria are met)
- Simple IRA with matching contribution (once eligibility criteria are met)
- Mileage reimbursement or access to an organization vehicle for all work-related travel
- Annual paid time off (PTO), paid sick time
- One-week paid closure in November for all staff (in addition to PTO)
- Ongoing professional development
- Annual gift card to the VYCC farmstand (organic produce and eggs)

How to Apply

Please complete our VYCC General Application (<http://bit.ly/VYCCapp>), to which you'll upload a cover letter, resume, and contact information for three professional references. Questions regarding this position can be directed to Patrick.Pfeifer@vycc.org. No calls, please. Position is open until filled.

Equal Opportunity at VYCC

Don't think you meet all of the requirements for the position? Please apply anyway! VYCC is dedicated to building an inclusive, diverse, equitable, and accessible work environment that fosters a sense of belonging. You may be just the right candidate for this role or another one of our openings! VYCC is proud to be an Equal Opportunity Employer.