



JOB DESCRIPTION

JOB TITLE	Administrative Assistant - Western Colorado Conservation Corps
Division	Western Colorado Conservation Corps
Effective Date	
Location	Grand Junction, CO

General Information

Status: FT, PT, or PRN	Part-time
Approximate hours per week	25
Position Reports to	AmeriCorps Compliance Manager
Hourly Rate	\$16.17 - \$16.66
Exempt / Non-Exempt	Non-Exempt
<p>Equal Pay Act Status: This salary range is based on singularly or in combination of the following categories:</p> <ul style="list-style-type: none"> • Seniority • Merit • Quantity/Quality • Geographic • Education • Travel Requirements 	

Company Overview

At the Western Colorado Conservation Corps, we offer opportunities for young adults to spend a season participating in meaningful conservation projects throughout Western Colorado. Projects may include a variety of trail construction/maintenance, fence construction/removal, invasive species removal, wildfire fuels reduction, habitat restoration and/or historic preservation work. All members and leaders will participate in service projects, daily camp chores, and educational activities. Throughout the week (Mon - Fri) crews will work in different environments and arduous weather conditions. Spending a season with the WCCC can be a rewarding and life-changing experience. Successful candidates will demonstrate a commitment to service, diversity, self-development, and the team environment.

Position Purpose (Summary)

Assist the AmeriCorps Compliance Manager and the Finance Manger to provide administrative, operational, and technical support. Attain and maintain a qualified workforce to guide the development of our projects, programs, and young adults.

Essential Job Functions

- Assist employee and member relation matters such as recruitment, orientation, performance management, employee concerns and mentoring processes.
- Regularly communicate and collaborate with other members of staff.
- Follow trends in AmeriCorps policies.
- Implement the organization's recruitment strategy.
- Conduct onboarding process and maintain records for members.
- Assist in AmeriCorps compliance.
- Help implement the e-Grants program.
- Help implement organizational spreadsheet management.
- Monitor the attendance/AmeriCorps time off requests.
- Conduct member entrance/exit surveys.
- Ensure member follow up for grant compliance.
- Verify timesheet accuracy and process semi-monthly payroll when necessary.
- Perform office administration duties such as phone calls, email, filing, mailing, data entry, reporting, etc.
- Receipt Processing
- Other job-related duties as assigned.

Knowledge, Skills, Abilities, and Other Characteristics

- Must be at least 18 years of age with a valid driver's license and clean driving record due to required job tasks.
- Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Talk to others to convey information effectively.
- Give full attention to what other people are saying, take time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Understand written sentences and paragraphs in work related documents.
- Adjust actions in relation to others' actions.
- Teach others how to do something.
- Be aware of others' reactions and understand why they react as they do.
- Actively look for ways to help people.
- Good organizational, managerial, communication and problem-solving skills.
- Work independently and in teams.
- Computer proficiency.
- Great attention to detail.

Education and Experience Requirements

- High School degree preferred.

Physical Aspects of the Job

Physical Activities

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Stand		X		
Walk		X		
Push	X			
Pull	X			
Carry objects		X		
Crawl	X			
Squat	X			
Sit				X
Use fine motor skills	X			
Repetitive motion (wrist)			X	
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch	X			
Talk or hear				X
Taste or smell	X			
Using Telephone/Headset/Ear Buds				X
Using Computer, mouse, keyboard				X
Critical Thinking Skills				X

Lifting Requirements

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Up to 10 lbs.		X		
Up to 25 lbs.	X			
Up to 50 lbs.	X			
Up to 100 lbs.	X			
More than 100 lbs.	X			
Repetitive lifting	X			
Pushing, Pulling or Carrying	X			

Work Environment:

The work environment is in an office environment.

	Amount of Time			
	-1/3	1/3	2/3	2/3+
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Risk of electrical shock	X			
Exposure to radiation	X			
Vibration	X			
Work in confined spaces	X			
Exposure to blood borne pathogens	X			

Vision Requirements

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
4. Depth perception (three-dimensional vision, judge distances and spatial relationships).
5. Adjust focus.

Noise Level

1. Very quiet (examples: forest trail, isolation booth for hearing test).
2. Quiet (examples: library, private office).
3. Moderate noise (examples: business office with computers and printers, light traffic).

Disclaimers

- The Western Colorado Conservation Corps of Partners is an equal opportunity employer. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion. Qualified individuals with disabilities who need accommodation during the application, interview, hiring process or for service may make arrangements by contacting (970) 241-1027.