

ACE EPIC NATIONAL PARK SERVICE DIVISION DIRECTOR -- MEMBER MANAGEMENT

Position Location: Salt Lake City, Utah (Sugarhouse)
Website: www.usaconservation.org
Position Level: Full-Time Professional Manager
Position Contact: Shane Barrow, Executive Director ACE EPIC
Start Date: February 2018, Position Open Until Filled

Job Description

"Conservation is a Human Endeavor"

American Conservation Experience (ACE) is a 501c3, a national non-profit conservation corps located in Salt Lake City, Utah. We are expanding our National Park Service (NPS) Division of the Emerging Professionals Internship Corps (EPIC) program.

ACE EPIC is seeking to hire a new, full-time professional team member who is passionate about public land management and desires to work through our national 21st Century Service Corps Partnership with our federal land management partners and talented EPIC interns.

The preferred candidate has worked with, or preferably directly for, the National Park Service to balance public resource enjoyment, education, and inspiration with resource preservation. Experience working with other agencies, in higher education, or for non-profits that have a conservation/resource mission will also be very useful, as ACE works with a variety of different partners, including the Departments of Interior & Agriculture.

The ideal candidate must have either earned a BA/BS degree (or higher) in natural or cultural resource management, geoscience, education, logistics, statistics or the environmental sciences OR have obtained sufficient professional experience to support our nation's emerging professional resource management workforce.

About ACE EPIC

ACE EPIC is a targeted internship program dedicated to developing and diversifying the conservation workforce nationwide. Our partnerships with federal land management agencies, as well as private and non-profit conservation organizations, provide hands-on natural and

cultural resource management opportunities for young, knowledgeable college graduates. Our internship programs serve as a bridge between academia and careers for young professionals seeking positions as public servants within the Department of Interior. The National Park Service Member Manager position will oversee the management of NPS ACE EPIC interns and programming throughout the United States.

Responsibilities

- Serve as the main point of contact and a mentor for ACE's NPS Interns nationwide.
- Oversee all ACE EPIC intern management and programming, including hiring and facilitating the onboarding of new interns with the NPS.
- Perform candidate screening and interviewing. Communicate with recruitment team for outreach and final selection of prospective
- Coordinate and facilitate intern trainings, orientation and alumni resources, as well as manage current interns' needs.
- Mentor interns through the hiring, internship, and career placement cycle.
- Collect and organize intern data, including the statistics for program reporting, internship activities and measurements of success.
- Demonstrate an understanding and enthusiasm to support workforce diversity in accordance with NPS directives.
- Assist the NPS Director with agency partnership opportunities and program development through on-site visits and responsive, proactive communication.
- Understand and appreciate the complexity and uniqueness of the National Park Service culture while balancing the needs of a youthful intern workforce.

Experience and Skills

Qualifications:

- Highly developed communication skills, as well as a deep interest in the welfare of ACE's member interns and agency partners.
- Commitment to ACE's unique mission that utilizes public service for youth development & volunteerism.
- Highly developed understanding of the academic experience, as well as the challenges and uncertainties that come with transitioning into the workplace.
- Strong organizational skills with the ability to maintain and effectively support hundreds of member interns and NPS projects nationwide.
- Strong computer management skills, including experience with recruitment software and online personnel databases, iOS, Filemaker, Excel, MS Office, and Adobe Suite software.
- Flexibility and the ability to work well as part of a highly mobile, functional team.
- Strong time management skills with the ability and desire to perform variable tasks with often compressed or unanticipated deadlines.
- Preferably some familiarity or previous experience with AmeriCorps programming and its grant compliance.
- Some knowledge of federal grants & agreements partnerships via Federal Uniform Guidance.
- Valid driver's license with clean driving record and willingness to participate in extensive vehicle travel to project sites nationwide.

- Willingness to work evenings, weekends or holidays as ACE EPIC partnerships and programs require.
- Desire to participate in field projects whenever possible.
- Ability to pass a federal criminal background check. ACE reserves the right to require drug testing within our programs.

Job Benefits

- Extremely flexible and dynamic full-time work schedule.
- National travel to NPS duty stations throughout the country and U.S. territories
- Casual, yet professional, non-partisan work environment with a shared outdoor & conservation ethic.
- Compensation depending on experience. Estimated salary range \$40,000-\$46,000. Level of agency experience, especially NPS, will be a strong consideration.
- Benefit package includes health & dental insurance, vacation & sick leave accrual

To Apply

Please provide a cover letter expressing your specific interest for this ACE position, a resume outlining your relevant experience and a list of three professional references who can speak to your technical abilities and interpersonal skills.

Applications can be submitted here:

<https://usaconservationstaff.applicantpool.com/jobs/196507.html>

For specific questions not answered above, please contact: Shane Barrow at 801.946.2722 or sbarrow@usaconservation.org

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