



Career Opportunity

POSITION TITLE	DATA OPERATIONS COORDINATOR	
DEPARTMENT	CONSERVATION PROGRAMS-GP/ELA	
REPORTS TO	PROGRAM MANAGER	
FLSA STATUS	FULL-TIME/EXEMPT	
RECRUITMENT FOCUS	INTERNAL AND EXTERNAL APPLICANTS	
POSTING DATE:	INTERNAL CLOSING:	EXTERNAL CLOSING:
5/2/08	OPEN UNTIL FILLED	OPEN UNTIL FILLED

ORGANIZATION SUMMARY

The LA Conservation Corps (the Corps) is a private, non-profit organization that has been helping at-risk young people develop themselves since 1986. To date, more than 20,000 young people have participated in LA Conservation Corps classes and service projects, learning new skills while contributing to the quality of life for all of us in the greater Los Angeles area.

POSITION SUMMARY

The Data Operations Coordinator adds value to the mission of the L A Conservation Corps by using their data management, customer service, and supervisory skills to develop the technical and personal skills of their staff while enhancing the Trees for a Green LA program. They accomplish this mission by managing all data entry, providing customer service and being responsible for the logistical aspects of the Trees for a Green LA program. It is their ability to relate, train and motivate that enables the young people to create stronger ties to their communities through community involvement and service; explore avenues for personal growth and development in a respectful and nurturing environment and develop leadership skills to contribute to the advancement of all people. Other job related duties may be assigned, as needed

ESSENTIAL FUNCTIONS:

- Train staff and young people in database operation and data entry.
- Supervise, input data, manage the data base and provide customer service.
- Serve as liaison between the Corpsmember Development Department and the work program to monitor and ensure fulfillment of all young people in the pursuit of educational development and work requirement plans and goals.
- Encourage and provide education in the area of horticulture skills.
- Supervise young people in the completion of work projects which include data entry, nursery maintenance, tree care and nursery development.
- Ensure safe work practices, a safe work environment, and the proper maintenance of vehicles, equipment, and tools.
- Ensure a high quality of work and professionalism.
- Serve as liaison between sponsoring agencies and staff.
- Oversee all aspects of data operations for the Trees for a Green LA program.
- Ensure that all data is properly entered and a high level of quality customer service is maintained.
- Manage the data operating system, including data backup, periodic system checks, upkeep and maintenance of office equipment.

Career Opportunity

- Maintain quality tree inventory and place orders for trees and supplies, as required.
- Produce accurate data query reports for project sponsors and monitoring purposes.
- Organize special projects and community tree plantings, as requested by Los Angeles Department of Water and Power.
- Participate in bi-monthly site and periodic program meetings.
- Work with the appropriate personnel to ensure all data is tracked properly.
- Work with supervisors to complete weekly and monthly progress reports observing prescribed formats on program activity, staff and young people development.
- Document the performance of young people in the areas of attendance, participation and work hours on a daily basis.
- Conduct regular and individual meetings to discuss progress of the participants.
- Serve as an official LA Conservation Corps representative at various functions, as necessary.
- Demonstrate sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds

PROFICIENCIES/SUCCESS FACTORS

- Provides supervision, training, development, safeguards and serves as a mentor and good role model.
- Organizing and Planning– Ability to structure tasks, establish priorities and set goals
- Demonstrate a high level of professionalism and work ethics
- Interpersonal - Demonstrate sensitivity, understanding and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- Demonstrate excellent communication skills (oral and written). Characterized by actively listening and ensuring respectful two-communication interactions
- Demonstrate a high level of accountability, responsibility and dependability
- Demonstrate a positive attitude, self-discipline, and self-awareness
- Demonstrate excellent analytical skills – characterized by identifying, assimilating and comprehending the critical elements of various situations; extract and interpret implications of courses of action
- Demonstrate teamwork through cooperation and collaboration with others

MINIMUM REQUIREMENTS/QUALIFICATIONS

- Supervisory, project management and logistics skills necessary to fulfill position responsibilities.
- Ability to work with diverse populations and motivate young adults to meet program goals.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.
- Demonstrates the oral and written communication skills necessary to prepare concise, logical, grammatically correct documents and presentations.
- Organizing and Planning – Ability to structure tasks, establish priorities and set goals.
- Interpersonal – Demonstrate, sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability, and ethnic backgrounds.
- Demonstrates the ability to perform the physical requirements of the job, as well as train others.

Career Opportunity

EXPERIENCE/EDUCATION

- High School Diploma or equivalency from an accredited institution required—Bachelor's degree is preferred
- Minimum of 6 months experience working with and/or training young adults of various ethnic and socio-economic backgrounds.
- Proficiency in using tools appropriate for various work projects which includes computer and data entry skills.
- Competent level of computer skills (Microsoft Office Environment) and the ability to complete the necessary reports.
- Any combination of experience and/or education that will produce the desired outcome.

OTHER REQUIREMENTS

- Pass a post-offer drug/alcohol screen test before commencing employment (required to submit for the drug/alcohol screening at a company designated facility) **"REQUIRED"**
- Tuberculosis Screening (TB immunization) before commencing employment (required to submit for the TB test at a company designated facility). **"NOT REQUIRED"**
- California Class C Driver's License, validation of driving record for commercial policy insurability per the requirements of the state of California. **"REQUIRED"**
- If a private vehicle is utilized for company purposes validation of a California Class C Driver's License, validation of driving record for commercial policy insurability is required in conjunction with proof of personal minimum liability insurance coverage per the requirements of the state of California. **"REQUIRED"**
- California Class B Driver's License, validation of driving record for commercial policy insurability per the requirements of the state of California. If you do not currently possess a California Class B Driver's License you will have 90 days from the effective date of acquiring this position to secure a Class B Driver's License. **"REQUIRED"**
- Standard multi-media first aid certification. If you do not currently possess a standard multi-media first aid certification, you will have 90 days from the effective date of acquiring this position to secure a multi-media certification. **"REQUIRED"**
- Pass a post-offer Live Scan (fingerprint/background clearance-Department of Justice) before commencing employment (required to report to a company designated facility). **"NOT REQUIRED"**

WORK SCHEDULE

Monday through Friday 7:30 a.m. to 4:00 p.m.

Also, due to the demands of service, hours and days of work may vary including some weekends, and earlier or later hours of work.



Career Opportunity

SALARY AND BENEFITS

- Salary \$31,845.00 - \$51,000 annually (reflects the entire salary range). A starting salary higher than \$31,845 is based on a level of experience and education that significantly exceeds the minimum requirements for the position.
- Medical, Dental, Vision and Retirement Benefits
- Vacation, Sick and Personal Holiday Benefits

INTERNAL CANDIDATE PROCEDURE

Internal applicants must review the Transfers/Promotions guidelines and should complete an LA Conservation Corps Transfer/Promotion Career Opportunity Application within three (3) working days of the “Posting Date.” This information can be requested from the Human Resources Department. The internal application should be submitted to Human Resources by the Internal Closing Date.

Promotions – Internal candidates will receive a 9% promotional increase or be brought to the minimum for the range, whichever is more. Lateral transfers will receive no increase in salary at the time of the lateral transfer. A lateral transfer will not impact an employee’s merit review date.

APPLICATION PROCEDURE

Complete an application or send a resume to: L A Conservation Corps/ Attn: Human Resources, Post Office Box 15868, Los Angeles, CA 90015 or Fax: 213.362.7958 or e-mail: jobs@lacorps.org

If a resume is sent, you will be requested to complete an application at a later date if you are chosen for an interview. Based upon a review of your application and supportive information, applicants will be considered for the interview portion. The interview will cover education and experience requirements.

LA CONSERVATION CORPS
EQUAL OPPORTUNITY EMPLOYER M/F/V/D
www.lacorps.org