



**WisCorps, Inc.**  
789 Myrick Park Drive  
La Crosse, WI 54601

### **Now Hiring Headquarters Staff!**

**Position Title:** Individual Placement Coordinator  
**Position Type:** Full-time (40 hours per week)  
**Location:** La Crosse, WI  
**Starting Salary:** \$30,000 to \$35,0000 annually DOE, exempt from overtime  
**Benefits:** Competitive pay, opportunity for advancement, health, dental, 401k, six weeks of paid time off annually, seven paid holiday, parental leave, dynamic & fun work environment  
**To Apply:** Email cover letter & résumé to Eric Robertson at [Eric.Robertson@WisCorps.org](mailto:Eric.Robertson@WisCorps.org) by 5:00pm on December 10<sup>th</sup>, 2021

#### **About WisCorps:**

The WisCorps mission is to develop leadership, self-confidence, and a strong work ethic in youth and young adults through the active stewardship of Wisconsin's communities and natural resources. WisCorps, Inc. is a 501(c)(3) conservation corps headquartered in La Crosse, Wisconsin that engages youth and young adults in two areas: conservation projects and nature education.

#### **Position Overview:**

The Individual Placement Coordinator (IPC) reports to the Director of Conservation Corps Programs and will focus on the foundational development of WisCorps' Individual Placement AmeriCorps Program, which will set the stage for the future growth of the program.

The IPC will provide support to current & future AmeriCorps Members within the Individual Placement program, including bi-weekly check-ins and periodic site visits. They will coordinate recruitment and hiring efforts for Individual Placement AmeriCorps Members, orient them to the AmeriCorps Program's policies and requirements, and ensure that AmeriCorps Members are compliant with AmeriCorps standards. The IPC will work closely with "mentors" at placement sites to ensure AmeriCorps compliance, timely reporting, and other details outlined in the placement site contract.

#### What is AmeriCorps?

AmeriCorps is a voluntary civil society program supported by the U.S. federal government, foundations, corporations, and other donors that engages adults in public service work with a goal of "helping others and meeting critical needs in the community."

#### What is the Individual Placement Program?

The Individual Placement Program connects our partner organizations, who need help with natural resource conservation, environmental education programs, or capacity building projects, with young conservation professionals looking to break into the field and serve their communities through the AmeriCorps program.

## **Individual Placement Coordinator Responsibilities:**

- Oversee WisCorps' Individual Placement Program at existing external placement sites and guide the growth of the program to 15 or more placements.
- Lead a committee tasked with further developing the Individual Placement Program, including structuring, branding and marketing
- Assist the Director of Conservation Corps Programs to locate placement sites and organize meetings with staff to discuss contract negotiations
- Work with placement site to create a position description that meets compliance with AmeriCorps regulations
- Assist with marketing the positions and attend interviews with individual placement candidates
- Perform site visits and evaluations of sites, mentors, and member experience and maintain regular communication with sites and members
- Facilitate any corrective action for members and/or placement sites and keep appropriate records
- Research and adhere to compliance of the placement program for the overall WisCorps AmeriCorps grant and stay current on any changes in regulations
- Conduct Member evaluations and site visits, meet with AmeriCorps Member supervisors to ensure outstanding Member support and a consistent and meaningful member experience
- Organize AmeriCorps events centered around National Days of Service for all WisCorps AmeriCorps Members, including but not limited to the Martin Luther King Jr. Day of Service and the 9/11 National Day of Service and Remembrance
- Attend all WisCorps staff, committee, and program meetings as requested
- Continually create and support a culture of equity and inclusion in all WisCorps programs
- Seek to remove barriers to participation and create a safe and welcoming environment for members and staff from communities traditionally marginalized in the conservation movement, including but not limited to BIPOC, AAPI, LGBTQIA+, Hispanic/Latinx, and individuals with disabilities
- Lead with an anti-racist mindset and continually evaluates WisCorps policies and procedures to identify and refine or remove those that do not support equity, diversity, and inclusion

## Individual Placement Coordinator Qualifications:

- Excellent computer proficiency
- Must have a strong comfort level speaking on the phone
- Meticulous attention to detail
- Ability to solve problems and think creatively when faced with obstacles
- Efficient time manager and able to set and meet deadlines
- Able to maintain confidentiality of information
- Highly organized and able to reprioritize tasks as needed
- Flexibility and sense of humor
- Able to carry out tasks with minimal supervision
- Eagerness to take initiative and continually improve
- Proficient verbal and written communication skills
- Ready to undergo a criminal background check
- Valid driver's license and an insurable driving record
- Experience with Microsoft Office Software, including Outlook, Excel, and Word - a plus
- Previous experience working in a tem setting supporting/developing young adults as well as experience in non-profit, conservation and/or natural resource management field preferred
- Experience with or knowledge of working with AmeriCorps in either an AmeriCorps member or staff capacity are also preferred
- Believes in the WisCorps mission and willing to adhere to WisCorps policies and procedures

*WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability and need to access information in an alternative format or need it translated to another language, please contact us by phone at 608-782-2494, by email at [staff@wiscorps.org](mailto:staff@wiscorps.org) or Wisconsin Relay 711.*