



**CONSERVATION
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PLEASE NOTE: Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2025> Application form requires a resume, cover letter, professional references.

Community Volunteer Ambassador – Chamizal National Memorial

Location: El Paso, TX

Position Details:

Stewards Individual Placements, a program of Conservation Legacy, provides individuals with service and career opportunities to strengthen communities and preserve our natural resources. The Community Volunteer Ambassador (CVA) Program combines the strength of a national leader in conservation service with the National Park Service to train a diverse group of emerging leaders to assist park units in building lasting connections to communities.

The Chamizal National Memorial CVA will help the park re-energize and organize its volunteer program, allowing it to support the park's mission and provide a way for the community to engage with their national park more deeply. To do this, the CVA will work in managing the park's volunteer program, preparing volunteer opportunities in the park, connecting to new volunteer communities, supporting volunteer events and recognition, and helping the park plan strategically for the future of volunteering at Chamizal National Memorial.

Site Description

Chamizal National Memorial is an urban park located right on the US-Mexico border between El Paso, Texas and Ciudad Juarez, Chihuahua. The park commemorates the diplomatic solution to a specific century-long boundary dispute between the two countries. It serves as a living memorial to learn about and experience not only this history, but also US and Mexican culture through visual and performing arts, language, and other cultural elements. Volunteers contribute to the mission by working in visitor services, maintenance, IT, and special events, providing language skills, researching, and writing for our websites.

Position Responsibilities:

- Work with supervisor to complete and maintain a current local volunteer policy
- Create SOPs and job aids as necessary to help volunteer supervisors
- Update forms and SOPs for managing volunteer program, including access and use of Volunteer.gov
- Maintain volunteer records
- Inventory volunteer uniforms and recognition items and identify sources for ordering additional items
- Update volunteer handbook (for volunteers)
- Identify sources of relevant public-facing training for volunteers
- Use new eDOIU public facing learning platform to create training opportunities as needed for Chamizal volunteers
- Work with Interpretation team to create social media and website messaging related to volunteer activities
- Attend outreach events to promote volunteer opportunities and awareness of volunteer program
- Work with the leaders of various park teams to become familiar with their operations and help to identify volunteer positions that could support them
- Assist volunteer supervisors in writing volunteer service descriptions and risk analyses for volunteer positions
- Develop relationships with local volunteer organizations and identify mutually beneficial opportunities for the park
- Develop standards for volunteer recognition items
- Plan volunteer recognition event(s)

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- With park leadership, identify the vision of the volunteer program
- Write a strategy for achieving volunteer program vision

CVA Minimum Requirements:

- Honest
- Organized
- Outgoing
- Has good writing skills
- Is comfortable with Word, Excel, and other common computer applications
- Listens well
- Follows directions
- Is motivated by a job well done
- Participate in the CVA National Early Service Training in March 2025 (date TBD)
- Be a U.S. citizen or lawful permanent resident.
- Be 18-30 years old at time of service (veterans up to 35 years old)
- High School Diploma/GED
- Pass fingerprint-based FBI, state criminal, and a national sex offender checks.
- Be able to provide proof of a driver's license and complete a MVR check
- Must be over 21 years old or have had license for at least 3 years to be insured in this position

Preferred Qualifications:

- Local applicant
- Skilled communicator
- Has experience leading people
- Strategic thinker
- Bilingual English-Spanish

Additional Information:

Travel to nearby parks for training or collaboration with their volunteer programs may be required. A drivers license is required for travel to other parks, to outreach events in the local area, and to meet with local volunteer organizations. Work schedule will frequently include Saturdays.

Benefits:

- **\$600/week living stipend.**
- \$150/week in housing allowance, if housing is not provided.
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$7,395.00 (pre-tax) upon successful completion of the program
- \$1,200 in Professional Development funds for training, networking, conferences, and/or travel.
- Networking opportunities within the National Park Service and partnering organizations
- Public Land Corps Hiring Authority
- Week-long in-person training at NPS site with travel/meal expenses covered.

How to Apply

Please visit [Community Volunteer Ambassador \(cva.ri.gov\)](https://cva.ri.gov) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Tuesday, January 21**, and run for 48 weeks until Friday, December 19, 2025.



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Please ensure your cover letter addresses how your experience aligns with the CVA program, your experience working with diverse populations, and position details for this park/position. You may submit one application for multiple positions by selecting all sites you are interested in.

Applications Deadline

Applications will be reviewed on a rolling basis. First review will occur in early November. Final deadline is **Sunday, December 8, 2024.**

For Application Questions:

Please contact James Gasaway, Program Director at jgasaway@conservationlegacy.org

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.