

POSITION AVAILABLE

Delaware & Lehigh National Heritage Corridor Trails & Conservation Assistant

Title of the position:	Trails & Conservation Assistant
Reports to:	Director of Trails & Conservation
Available:	Immediate
Term of employment:	Part-Time Seasonal through December 2018
Rate:	\$15-22/hour depending on experience.

The Trail & Conservation Assistant is a part-time position to support of the Delaware & Lehigh National Heritage Corridor's Trails & Conservation Department. The Assistant's role will be to generally assist with the D&L Trail Towns process, Trail Tender and Trail Patrol volunteer management, Get Your Tail on the Trail program, Data Driven Sustainability project, and general department administrative tasks. The ideal candidate is someone detail-oriented and willing to take initiative that also enjoys working outdoors, coordinating events, and meeting new people.

Responsibilities:

- Assist in planning and promoting community and volunteer events. Staff said events.
- Work with D&L Trail Towns leadership to implement trail-related economic development projects.
- Assist with collecting, recording and analyzing data from trail town meetings, trail counters, and trail user surveys.
- Work with volunteers and partners to coordinate projects and events.
- Staff exhibits at partner events to promote D&L programs and recruit volunteers.
- Update public information on D&L-managed websites (delawareandlehigh.org, tailonthetrail.org, and lvgreenways.org).
- Assist with staff responsibilities for PA Greenways Sojourn June 9 – 14, 2018.

Requirements:

- Bachelor's degree in parks and recreation, resource protection, environmental studies, economic development or related field or commensurate experience.
- General interest in land stewardship and trails; previous nonprofit experience, particularly in the environmental field, a plus.

- Must be available for evening meetings and weekend events.
- Familiarity with word processing, spreadsheet, database, email, and other office software; knowledge of ArcGIS, Acrobat and/or web design software preferred.
- Strong organizational, multi-tasking, and analytical skills and the ability to manage multiple projects and plan well-organized events.
- Good interpersonal skills and the ability to work well independently, with a team, and with a variety of partners/volunteers.
- Effective meeting facilitation skills.
- A valid driver's license in good standing

Background

The Delaware & Lehigh National Heritage Corridor (D&L) preserves the historic pathway that carried coal and iron from Wilkes-Barre to Philadelphia. Today, the D&L Trail connects people to nature, culture, communities, recreation and our industrial heritage.

The D&L was established by Congress in 1988 to celebrate our nationally significant story centered on the transport of anthracite coal from the mines of Luzerne and Carbon County to the markets in the Lehigh Valley and Philadelphia.

Today, the D&L Trail is a multi-use trail spanning 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. It's 85% complete. We are in your backyard, winding through towns, on main streets and through parks. We are passionate about preserving the environment, sharing the culture of our region and positively impacting our communities.

But the D&L isn't *just* a trail. We are a diverse organization with the ability to connect people to unique experiences in nature and the environment, community and economic impact, health and recreation, history, preservation, and education. This unique merger makes us a reliable resource, able connect you to experiences you feel good about. Along with the National Canal Museum (a Smithsonian Affiliate), we make our home in Hugh Moore Park in Easton PA. We are a 501(c)3 nonprofit organization.

NOTE: This is a part-time, seasonal position. Expect an average of 20 hours per week with an immediate start date. The position is made possible by grant funding but there is the possibility of longer term employment and/or transition to full time

Please submit inquiries electronically to finance@delawareandlehigh.org on or before May 31, 2018 and note "Trail & Conservation Assistant" in your subject line.