



## ANNOUNCEMENT OF OPEN POSITION

<b>Title of the position:</b>	Program Coordinator
<b>Location:</b>	Delaware & Lehigh National Heritage Corridor Headquarters, 2750 Hugh Moore Park Rd, Easton, PA 18042
<b>Reports to:</b>	Director of Trails & Conservation
<b>Type/Term of employment:</b>	Full-time exempt, 40 hour week
<b>Compensation:</b>	\$40,000 - \$46,000 annual salary plus benefits
<b>Anticipated Start Date:</b>	July 1, 2020

**General:** The incumbent is under the general supervision of the Director, Trails & Conservation who provides broad programmatic guidance and assistance in policy issues. With the Department Director's guidance, the Coordinator has some latitude in project development, administration and implementation. He/she will coordinate the Get Your Tail on the Trail partnership program, D&L Trail Tender volunteers, D&L Trail Towns program, and Activate the Advocates, a new initiative to convert trail supporters into trail and water quality advocates, as well as work on general department administrative tasks and assist with related events. He/she must be detail-oriented, willing to take initiative, available to work a few evenings and weekends per month, and someone that enjoys working outdoors, coordinating events, and meeting new people. The incumbent will work closely with the Director of Trails & Conservation, Trail & Stewardship Manager, and Community Engagement Manager.

### Position responsibilities:

- Work with the Director of Trails & Conservation on the D&L Trail Town projects, especially in Carbon and Luzerne counties, for increased number of trail visitors, promotion of trail-friendly businesses, and economic impact coming with fully connected D&L Trail.
- Oversee the D&L aspects of expansion and programming for Get Your Tail on the Trail partnership with St. Luke's University Health Network, organize the challenges and events, make presentations to new groups, and manage and update [www.tailonthetrail.org](http://www.tailonthetrail.org) website and Tail on the Trail Facebook page.
  1. Administer program funding from application through closeout reporting.
  2. Focus on promoting to diverse groups and expanding programming into Carbon County through D&L Chapter and Luzerne County through Northeast PA Chapter.
  3. Track metrics and intended deliverables.
  4. Maintain consistent communications with registrants through social media and participate in related calls, meeting and events with organizers.
- Lead surveys and programming for the Activate the Advocates program, a new initiative to convert trail users into trail and water quality advocates. This position will implement the methodology and motivate trail users to advance along the ladder of engagement. This will include:
  1. Working with partners and consultants to help plan messaging, visuals, and activities.

2. Leading events and outreach along the D&L Trail.
  3. Collecting data to evaluate program.
  4. Working with Director of Trails & Conservation to create reports, presentations, and websites.
- Conduct trail maintenance assessments and assist with annual meeting of D&L Ownership Council.
  - Plan and promote all Trail Tender events working with D&L landowners to support their needs regarding maintaining and beautifying the D&L Trail. Be able to lead events and direct volunteers in the field how to safely complete projects.
  - Increase Trail Tender capacity by supporting local chapters, recruiting new volunteers, promoting accomplishments, and maintaining a D&L inventory of tools/supplies.
  - 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 social media outlets for Get Your Tail on the Trail.
  - Assist with staff responsibilities for the D&L Half Marathon (first Sunday in November), advancement/donor events, and trail specific events throughout the year (bike ride fundraiser, groundbreaking, ribbon cuttings, festivals, etc.).
  - Attend and participate in D&L Trail & Conservation Board Committee meetings.
  - Attend and participate in monthly staff meetings and annual full-day staff retreat.
  - Other duties as assigned.

#### **Qualifications/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 required; previous nonprofit experience, particularly in the environmental field, a plus.
- Ability to meet the attendance requirements of the position, which calls for a flexible work schedule, including evenings and weekends for programming (anticipate 2-3 weekend days per month during high season April – November).
- Expertise with word processing, spreadsheets, database, email, and other office software; knowledge of ArcGIS, Adobe 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.
- Solid written and verbal communication skills, with excellent public speaking ability.
- Good interpersonal skills and the ability to work well independently, with a team, and with a variety of partners/volunteers.
- Demonstrated project management, grant writing/management, and meeting facilitation skills.
- Ability to adapt to changing circumstances.
- CPR, AED, and First Aid certifications required (can be acquired after offer of hire).
- A valid driver's license in good standing and willingness to drive throughout the Corridor (Luzerne, Carbon, Lehigh, Northampton and Bucks counties) for work.
- All employees are required to act respectfully toward individual co-workers and toward the D&L's overall organizational structure following D&L Community Values.

\*This position is primarily grant funded so continued employment is contingent upon secured grant awards.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work requires a variety of physical activity including standing, sitting for extended periods, walking, bending, kneeling, crouching, lifting a minimum of 40 lbs, climbing, reaching, talking, hearing, as required. Walking is required in field conditions with uneven terrain to perform site visits, perform inspections, or to attend meetings. The employee must be able to drive to various locations during the day or night and

attend meetings that may last several hours. The position may require overnight on-call duty and the ability to work during non-standard hours when the need arises.

**Work Environment:** The work environment described here is representative of that encountered by the employee while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Job duties require working in a cubicle in an office environment, field work, local travel, off-site meetings, at times in high heat/humidity, cold, and/or precipitation. The noise level in the office environment is usually moderate due to open office layout with a high level of activity on phone, computers, and printers. Exposure to dust/fumes/odors is possible.

**Employee Benefits:** Full-time employment benefits include paid holidays, paid vacations, paid sick leave, funeral (bereavement) leave, and various forms of leaves of absence, and employer paid contributions to Social Security, Medicare, and State Unemployment Compensation. Other benefits include health and vision insurance, paid long and short term disability insurance along with Life and Workers' Compensation insurance. A 403(b) retirement plan is also offered. We provide a company van for business travel and when not available a personal travel reimbursement allowance. In addition remote work opportunities can be considered when appropriate.

**Background:** The Delaware & Lehigh National Heritage Corridor (D&L) preserves the historic pathway that carried anthracite coal and iron from Wilkes-Barre to Bristol, PA. Today, the D&L Trail connects people to nature, culture, communities, recreation and our industrial heritage. The organization 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 (via Bucks County). 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. 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. Along with the National Canal Museum (an AAM accredited Smithsonian Affiliate), we make our home in Hugh Moore Park in Easton PA.

**HOW TO APPLY:** Application deadline is end of business on Monday, June 15, 2020.

Applicants can submit a resume and cover letter describing their qualifications, experiences, salary requirements, and how they learned about the position via e-mail with the subject line "Program Coordinator Position" to [finance@delawareandlehigh.org](mailto:finance@delawareandlehigh.org). No phone calls please.

*The Delaware & Lehigh National Heritage Corridor, Inc. (D&L) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the D&L organization complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*