



ANNOUNCEMENT OF OPEN POSITION

Title of the position:	Conservation Coordinator
Location:	Delaware & Lehigh National Heritage Corridor Headquarters (National Canal Museum), 2750 Hugh Moore Park Rd, Easton, PA 18042
Reports to:	Director of Trails & Conservation
Type/Term of employment:	Full-time, Exempt, 40 hour week
Compensation:	\$42,000 - \$48,000 annual salary plus benefits
Expected Start Date:	September 2020

General Description: The incumbent will manage the Lehigh Valley Greenways Partnership (LVG) including the LVG Mini Grant Program and assist with the Activate the Advocate project. These projects bring together public and private stakeholders in an organized effort to protect the landscape, rivers, and resources through the Lehigh Valley and neighboring counties. Additional duties will be to support conservation and stewardship initiatives on the Delaware and Lehigh National Heritage Corridor. He/she/they need to be detail-oriented, experienced with project management, and willing to take initiative. Ideal candidates would also enjoy working outdoors, coordinating events, and meeting new people. The incumbent is under the general supervision of the Director, Trails & Conservation who provides broad programmatic guidance and assistance in policy issues. With the Director's guidance, the Coordinator has some latitude in project development, administration and implementation. The incumbent will work closely with the Deputy Director, Director of Trails & Conservation, Trail & Stewardship Manager, and Community Engagement Manager.

Position responsibilities:

- Serve as lead and coordinate efforts of the Lehigh Valley Greenways (LVG) Conservation Landscape Partnership including:
 1. Planning the logistics of and facilitating regular partner meetings.
 2. Administering the LVG mini grant program and other funds supporting LVG.
 3. Maintaining regular communications with partners to foster and facilitate cooperation.
 4. Promoting the LVG Partnership through various channels (PR, social media, website, events).
 5. Formulating and implementing strategies to advance priority projects identified by the Partnership.
- Work on the water related portion of the Activate the Advocate project. This position will be an on the ground staff member to implement the methodology and motivate trail users 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 to create reports, presentations, and websites.
- Assist as needed with THE LINK Trails Coalition marketing, meetings, or events.

- Establish and maintain regular communication with state, regional, county and local planning and conservation authorities in those jurisdictions throughout the D&L.
- Conduct maintenance assessments and assist with annual meeting of D&L Ownership Council.
- Staff exhibits at partner events to promote D&L programs and recruit volunteers.
- 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, groundbreakings, 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(s).
- Other duties as assigned.

Qualifications/Requirements:

- Bachelor's degree in parks and recreation, resource protection, environmental studies, economic development, land management or related field or commensurate experience.
- General interest in land stewardship and trails; previous nonprofit experience, particularly in the environmental field, a plus.
- Strong verbal and written communication skills, with excellent public speaking and proven ability to inspire collaboration and partnership among individuals, communities, and organizations.
- Effective meeting facilitation skills.
- Strong organizational, multi-tasking, and analytical skills and the ability to manage multiple projects and plan well-organized events.
- Experience with project management.
- Familiarity with word processing, spreadsheet, database, email, and other office software; knowledge of ArcGIS, Acrobat and/or web design software preferred.
- Good interpersonal skills and the ability to work well independently, with a team, and with a variety of partners/volunteers.
- Ability to adapt to changing circumstances.
- Must be available for some evening meetings and weekend events.
- CPR, AED, and First Aid certifications preferred.
- A valid driver's license in good standing.
- 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.

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.

Benefits: Full-time employment benefits include paid holidays, paid vacations, paid sick leave, Social Security, Unemployment Compensation Insurance, Workers' Compensation Insurance, funeral (bereavement) leave, various types of leave of absences, health and disability insurance, and participation in the D&L 403(b) retirement plan.

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. It's 92% complete. 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 August 28, 2020. Applicants should 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 "Conservation Coordinator Position" to 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.