



## ANNOUNCEMENT OF OPEN POSITION

<b>Title of the position:</b>	Trail & Stewardship Manager
<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>	\$48,000 – \$53,000 annual salary plus benefits
<b>Anticipated Start Date:</b>	December 15, 2020

**General:** This position manages the development and stewardship of the D&L Trail, stretching over 165 miles from Wilkes-Barre to Bristol. This includes grant writing, technical review of plans, construction project management, and partnership coordination to successfully move projects from concept to completion. The expertise provided by the incumbent affects the overall ability of the D&L organization to meet long term management goals as well as supporting the D&L Trail Ownership Council (landowners) throughout the Corridor. The Trail & Stewardship Manager is responsible for contracting and financial management of related funds. He/She/They is under the general supervision of the Director of Trails & Conservation who provides broad programmatic guidance and assistance in policy issues. The incumbent has wide latitude in program and project development, administration and implementation. He/She/They also works closely with the Executive Director, Deputy Director, Manager of Gifts and Development, Community Engagement Manager, Conservation Coordinator, and Program Coordinator.

### Position responsibilities:

- Direct the development of the D&L Trail from Wilkes-Barre to Bristol, currently more than 10 trail projects.
- Provide project management to include planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria related to building and maintaining trail.
- Direct the preparation of resource conservation plans as required for the protection of historic and environmental resources along the D&L Trail.
- Manage and direct the financial components of the project. This includes seeking funding (including grant writing) to complete additional phases; the monitoring of all contract expenditures; the approval of all construction change orders; and assisting in the completion of financial reports, progress reports to funders and grant closeout documentation.
- Review, analyze, and resolve various funding, environmental and design issues with consultants, contractors, trail managers, regulating and funding agencies. Controversial matters may involve resource protection, political considerations, competing uses for the resource, and/or future operation and uses of the D&L Trail.
- Provide technical support for D&L Trail landowners, partners, volunteers and fellow staff.

- Monitor construction activity for compliance to specifications and permits.
- Prepare reports, correspondence, and other types of written material on a variety of issues related to Trails. Such reports may be prepared for the D&L, funding agencies, partners, public and elected officials.
- Assist with annual meeting of D&L Ownership Council and conduct a portion of annual trail site visits with landowners to identify maintenance needs and offer technical support and volunteer assistance when necessary.
- Ability to make presentations, write public articles, and promote the D&L Trail to a wide audience.
- Lead D&L Trail Project Management monthly meetings, update project management software and share notes.
- 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).
- Ensure ADA-accessibility in all trail development and actively look for opportunities to create an inclusive and welcoming trail atmosphere for all audiences.
- Other duties as assigned.

### **Qualifications/Requirements:**

- Bachelor's degree in civil engineering, landscape architecture, parks and recreation management or related field
- A minimum of three years project management experience, particularly with construction projects.
- Grant writing and management experience and an understanding of the grant process of federal, state, and county grant programs.
- Familiarity with Section 106, ADA, 4f mitigation, MS4, NEPA, PHMC regulations and requirements.
- Ability to read and use historic deeds/documents, construction plans, and engineering drawings.
- Experience with writing requests for proposals, MOUs and/or MOAs.
- Communication skills, including creating oral and written reports that are relevant, meaningful and concise in addition to being grammatically correct and mathematically accurate.
- Effective meeting facilitation skills.
- Good organizational skills and the ability to manage multiple, complex projects simultaneously.
- Ability to work cooperatively with coworkers and a variety of agencies – state, regional and local.
- Ability to adapt to changing circumstances.
- Ability to work some weekends and evenings to attend partner meetings and support D&L activities and events.
- 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; ability to drive vehicle towing a trailer is a plus.
- 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. Currently during the COVID pandemic, the D&L offices and National Canal Museum are open with limited capacity, masks and social distancing required, increased sanitizing, and other safety protocols in place. Employees are on rotating schedules between office work and telework depending on job roles.

**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. The D&L is also the managing entity for the National Canal Museum and is headquartered in Hugh Moore Park in Easton, PA.

**HOW TO APPLY:** Application deadline is 5:00 PM on Sunday, November 1, 2020. Applicants can submit a resume and cover letter describing their qualifications, experiences, salary requirements, and how they learned about the position via the web form:

<https://delawareandlehigh.org/about/team/trail-stewardship-manager-application/> . 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.*