



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. (expect a mix of telework and on-site during 2022, with increased on-site work when circumstances allow)
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:	February 2022

HOW TO APPLY: Applications are being accepted currently. Beginning January 3, they will be reviewed on a rolling basis and position open until filled. Applications should be submitted at delawareandlehigh.org/about/team/ under Employment Opportunities.

General Description: The incumbent will manage the Lehigh Valley Greenways Partnership (LVG) including the LVG Mini Grant Program. He/she/they will assist with grant implementation, specifically including conservation and trail advocacy projects. 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 of 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 Director of Trails & Conservation, Trail & Stewardship Manager, Program Coordinator and Communications Coordinator.

Position responsibilities:

- Serve as external lead and coordinator of efforts of the Lehigh Valley Greenways (LVG, a DCNR Conservation Landscape Partnership) including:
 - Working in close collaboration with DCNR regional director.
 - Planning the logistics of and facilitating regular partner meetings and provide follow up summaries.
 - Administering the LVG mini grant program and other funds supporting LVG.
 - Maintaining regular communications with partners to foster and facilitate cooperation.

- Promoting the LVG Partnership through various channels (PR, social media, website, events).
- Formulating and implementing strategies to advance priority projects identified by the Partnership.
- Assist with THE LINK Trails Coalition marketing, meetings, or events.
 - Assist with marketing initiatives.
 - Prepare and lead meetings and provide follow up summaries.
 - Represent THE LINK at outreach events and engage with the public as a representative of the group.
- Assist with grant supported advocacy projects to motivate trail users along the ladder of engagement. This will include:
 - Working with partners and consultants to help plan messaging, visuals, and activities.
 - Leading events and outreach along the D&L Trail and parallel waterways.
 - Collecting data to evaluate program.
 - Working with Director to create reports, presentations, and websites.
- Work with coworkers to help prepare grant applications for continued funding of the department's programs and projects under this position; assist with managing awarded grants by tracking the expenses and completing necessary reporting
- Establish and maintain regular communication with state, regional, county and local planning and conservation authorities in those jurisdictions throughout the D&L.
- Conduct on-trail site visits and assist with annual meeting of D&L Ownership Council.
- Staff exhibits at partner events to promote D&L programs and recruit volunteers.
- Write blog posts for quarterly newsletter, Dirt on the Trail, and other marketing features as requested.
- Assist with staff responsibilities for the D&L Half Marathon (first Sunday in November), advancement/donor events, and department specific events throughout the year (bike ride fundraiser, groundbreakings, ribbon cuttings, festivals, etc.).
- Attend and participate in D&L Trail & Conservation Board Committee meetings.
- Other duties as assigned.

All employees are subject to an annual performance review. All employees are expected to attend staff meetings and the annual full-day staff retreat. All employees are required to act respectfully toward individual co-workers and toward the D&L's overall organizational structure.

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.
- 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.
- 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 evening meetings and weekend events.
- 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.

Preferred Qualifications:

- Frequent user of D&L Trail and/or other multi-use trails.
- Previous nonprofit experience, particularly in the environmental field is a plus.
- Knowledge of ArcGIS, Adobe Suite and/or web design software.
- CPR, AED, and First Aid certifications.

Physical Demands: Work requires a variety of physical activity including standing, sitting for long periods of time, walking, hearing, and talking. Walking is required in field conditions with uneven terrain to perform site visits, acquire information, and perform inspections or to attend meetings. Work may occasionally include kneeling, crouching, and lifting up to 50 pounds. The employee must be able to drive to various locations during the day or night and attend meetings that may last several hours. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Scheduling Requirements: This is a full-time position during standard days and hours of work. However, the position requires the ability to work some weekends and evenings (especially April to November) to attend partner meetings and support D&L activities and events 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. Work is performed in a variety of places including an office, off-site meetings, and outdoor environment, at times in high heat/humidity, cold and precipitation. Field work, some travel and exposure to dust, odors, oil, fumes, and noise is to be expected.

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. 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 over 165 miles from the mountains of northeast Pennsylvania, along rivers and through the Lehigh Valley and Bucks County. In 2017, D&L merged with the National Canal Museum to incorporate the archives, museum, canal boat and educational programs into preservation and education efforts. Today, we are an AAM accredited Smithsonian Affiliate and an 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 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.