



## ANNOUNCEMENT OF OPEN POSITION

<b>Title of the position:</b>	<b>Event &amp; Volunteer Coordinator</b>
<b>Location:</b>	Delaware & Lehigh National Heritage Corridor Headquarters (National Canal Museum), 2750 Hugh Moore Park Rd, Easton, PA 18042. <i>(expect a mix of telework and on-site during 2022, with increased on-site work during high season)</i>
<b>Reports to:</b>	Director of Advancement & Marketing
<b>Type/Term of employment:</b>	Full-time, Exempt, 40-hour week <i>(flexible work schedule, including evenings and weekends for programming. Anticipate 2-3 weekend days per month during high season of April – November).</i>
<b>Compensation:</b>	\$41,000 – \$45,000 annual salary plus benefits
<b>Expected Start Date:</b>	April 2022

**HOW TO APPLY:** Applications are being accepted currently. They will be reviewed on a rolling basis and position open until filled. Applications should be submitted at [delawareandlehigh.org/about/team/](http://delawareandlehigh.org/about/team/) under Employment Opportunities.

Delaware and Lehigh National Heritage Corridor helps residents of the Corridor connect with our area’s rich industrial heritage and stunning natural environment. Our work empowers residents of Bucks, Northampton, Lehigh, Carbon and Luzerne counties not just to *live* in their communities, but to invest in them and become stewards of their natural and historical resources. Through education, conservation, historical preservation, and economic development, we enrich our community now and preserve our environment and history for future generations of residents and visitors.

At the Delaware and Lehigh National Heritage Corridor, we seek to build a team that represents the rich cultural, linguistic, and experiential diversity of our community. We are passionate about creating, enhancing, and sustaining an inclusive and equitable working and learning environment for all of our staff. We believe every member of our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

### Summary:

The Delaware & Lehigh National Heritage Corridor (D&L) is seeking a high performing “people person” that has a proven ability to manage the effective coordination, delivery and facilitation of our core events, volunteers, and fundraising directives/activities.

The **Event & Volunteer Coordinator** is responsible for managing and implementing special events and activities to enhance the **Fundraising, Marketing and Volunteer** programs of the Delaware & Lehigh National Heritage Corridor, Inc.

He/She/They is under the general supervision of the Director of Advancement & Marketing who provides broad programmatic guidance and assistance in strategies that mobilize people to give, advocate, volunteer and support activities along the D&L Trail and its communities from Wilkes-Barre to Bristol.

#### **Position responsibilities:**

#### **EVENT & OUTREACH COORDINATION:**

- Assist the organization's fundraising and friend-raising activities and media relations campaigns to generate awareness for the D&L
- Oversee and participate (as necessary) in community outreach events that support the D&L mission such as festivals, conferences, workshop, etc.
- Responsible for planning and attending the D&L Half Marathon (first Sunday in November) by:
  - Take the lead in planning and working with contracted Race Director
  - Overseeing staff assignments; Serving as Volunteer Coordinator
  - Working with the Executive Assistant for registration coordinator (shirt design and ordering, bib ordering, packet pick-up, and communications with registrants)
  - Working with the Director of Advancement for Sponsorship Opportunities, donor recognition and team fundraising
- Responsible for planning, organizing, coordinating, promoting, and facilitating special events including, but not limited to:
  - National Trails Day
  - Advancement/donor events
  - Trail specific events throughout the year (bike ride fundraiser, ribbon cuttings, festivals, etc.)
- Maintain communication with event speakers, vendors, and participants; coordinate and monitor event timelines
- Initiate, coordinate and/or participate in all efforts to publicize promotion of D&L events
- Assist in preparing a variety of invitations, publications, materials, and programs for D&L events
- Attends meetings and represents D&L with related community groups
- Review and analyze event evaluations
- Maintain and distribute current listings of upcoming D&L events for distribution to employees, staff, news media, local, state, and federal agencies
- Collaborate with technology staff to deliver event information on D&L website and social media platforms
- Coordinate with the Development Assistant for development events: logistics, facilities and catering, recognition opportunities, guest registration, and day-of staffing

#### **VOLUNTEER COORDINATION:**

- Manage strategies for volunteer engagement, including designing, implementing, and evaluating individual and community engagement services and experiences for year-round service, including those related to focused interests, specials projects, and seasonal events and initiatives
- Revive and direct the D&L Ambassador Program including recruit, plan trainings, and connect Ambassadors with D&L volunteer opportunities
- Develop volunteer capacity to protect and enhance the Delaware & Lehigh National Heritage Corridor, D&L Trail, National Canal Museum, and the historical, cultural, and natural resources of the Corridor by:

- Coordinating with the Trails team to identify, steward and communicate with volunteers for trail-related volunteer activities
- Coordinating with the Museum team to identify, steward and communicate with volunteers for opportunities associated with the Museum and Hugh Moore Park
- Recruiting and supporting volunteers from the community, groups, schools, universities, and private businesses
- Utilizing systems and work with the Communications Coordinator to regularly update and communicate with volunteers via newsletters and eblasts
- Organizing volunteer databases, tracking volunteer hours, planning, and coordinating annual volunteer recognition events
- Attend and participate in monthly staff meetings and annual full-day staff retreat(s)
- Other duties as assigned

**Consults/Works Closely with:**

- Director of Advancement & Marketing
- Executive Director, Race Director (consultant), Communications Coordinator, Development Assistant, Executive Assistant, Director of Trails & Conservation, Director of Museum & Education.

**Qualifications:**

- Bachelor’s degree or with equivalent experience in event planning, public relations, marketing
- A minimum of 5 years-experience, with preference for candidates with proven experience in event planning and volunteer management
- Applicants fluent in a 2nd language are preferred
- Ability to build relationships with diverse stakeholders, including donors, partner organizations, corporate groups, and community members
- Knowledge of fundamentals of writing, composition, layout, photography and production for publications, internet applications as they relate to events
- Strong organization and multi-tasking skills, attention to detail and ability to prioritize workload
- Flexibility, interest in acquiring new skills, and a friendly, problem-solving personality
- 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)
- 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

**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.

**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 programs and support D&L activities and events when the need arises. Anticipate 2-3 weekend days per month during the high season of April to November and flex time during the weekdays to compensate.

**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.

**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.

**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.*