ANNOUNCEMENT OF OPEN POSITION

Title of the position:	**Conservation Coordinator**
Reports to:	Director of Trails & Conservation
Location:	Delaware & Lehigh National Heritage Corridor Headquarters (National Canal Museum), 2750 Hugh Moore Park Rd, Easton, PA 18042.
Type/Term of employment:	Full-time, Exempt, 40-hour week
Compensation:	$50,000 - $55,000 annual salary plus benefits
Expected Start Date:	January 4, 2027

HOW TO APPLY:

Interested candidates should complete and submit an application through the Employment Opportunities section at https://delawareandlehigh.org/about/team/conservation-coordinator/.

Deadline to Apply: November 30, 2026

General Description: The Coordinator will manage the Lehigh Valley Greenways Conservation Landscape Partnership (LVG), supported by DCNR, including the LVG Mini Grant Program. The Coordinator will oversee grant implementation, specifically including conservation. The Coordinator will collaborate with the Recreation Manager on trail advocacy and marketing projects through THE LINK Trail Network. 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. Translating the newly completed LV Greenways Strategic Plan into annual priorities will be a central role of the Coordinator position. This includes creating action-oriented working groups to move collaborative goals forward and measuring and communicating results. In addition, the Coordinator will support conservation and stewardship initiatives in the Delaware & Lehigh National Heritage Corridor. The Coordinator will 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 Coordinator is under the general supervision of the Director of Trails & Conservation who provides broad programmatic guidance and assistance in policy issues. With guidance from the Director and DCNR, the Coordinator has some latitude in project development, administration and implementation. The Coordinator will work closely with the Director of Trails & Conservation, Recreation Manager, 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:
    1. The DLNHC External Lead and DCNR Internal Lead will maintain regular communication, working in tandem to finalize meeting agendas, host events, review DLNHC generated reports and updates to DCNR, and advance LVG priorities. As external lead, the Conservation Coordination will also work in close collaboration with the DCNR regional advisor.
    2. Planning the logistics of and facilitating regular partner meetings and provide follow up summaries.
    3. Administering the LVG mini grant program and other funds supporting LVG.
    4. Maintaining regular communications with partners to foster and facilitate cooperation, including regular outreach to municipalities and neighboring Conservation Landscapes.
    5. Develop and implement strategic communications plan to promote the LVG Partnership through various channels (PR, social media, website, events).
    6. Curating special events aimed at connecting the partnership and promoting LVG-supported projects
    7. Formulating and implementing strategies to advance priority projects identified by the Partnership.
    8. Traveling several times a year to attend multiday state-wide meetings. May require overnight lodging.
- Grant Management including applications, management of multiple open grants, managing subgrants
- Assist the Recreation Manager with THE LINK Trails Coalition marketing, meetings, or events.
- 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
    - Promote the D&L Trail and broader National Heritage Corridor through public presentations, published articles, and outreach events
    - 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 DLNHC's overall organizational structure.

Core Competencies

- DLNHC Core Competencies
    - Thought-Making Complex Decisions: Manages Complexity
        - Asks the right questions to accurately analyze situations
        - Acquires data from multiple and diverse sources when solving problems
        - Uncovers root causes to difficult problems
        - Evaluates pros and cons, risks and benefits of different solution options
    - Results-Taking Initiative: Resourcefulness
        - Marshals resources (people, funding, material, support) to get things done
        - Orchestrates multiple activities simultaneously to accomplish a goal
        - Gets the most out of limited resources
        - Applies knowledge of internal resources
        - Applies knowledge of internal structures, processes and culture to resourcing efforts
    - Results-Focusing on Performance: Ensures Accountability
        - Follows through on commitments and makes sure others do the same
        - Acts with a clear sense of ownership
        - Takes personal responsibility for decisions, actions, and failures
        - Establishes clear responsibilities and processes for monitoring work and measuring results
        - Designs feedback loops into work
    - People-Building Collaborative Relationships: Collaborates and Interpersonal Savvy
        - Relates comfortably with people across levels, functions, culture and geography

        - Acts with diplomacy and tact
        - Builds rapport in an open, friendly and accepting way
        - Builds constructive relationships with people both similar and different to self
        - Picks up on interpersonal and group dynamics

- Job Specific Core Competencies
    - Results-Managing Execution: Optimizes Work Processes
        - Identifies and creates the processes necessary to get work done
        - Separates and combines activities into effective workflows
        - Designs processes and proceeds that allowing managing from a distance
        - Seeks way to improve processes, from small tweaks to complete reengineering
    - People: Influencing People – Drives Vision and Purpose
        - Talks about future possibilities in a positive way
        - Creates milestones and symbols to rally support behind the vision
        - Articulates the vision in a way everyone can relate to
        - Creates organization-wide energy and optimism for future
        - Shows personal commitment to the vision
    - People-Influencing People: Drives Engagement
        - Structures the work so it aligns with people's goals and motivators
        - Empowers others
        - Makes each person feel their contributions are important
        - Invites input and shares ownership and visibility
        - Shows a clear connection between people's motivators and the organizational goals
        - Draws upon multiple relationships to exchange ideas, resources, and know-how
    - Thought-Making Complex Decisions: Balances Stakeholders
        - Understands internal and external stakeholder requirements, expectations and needs
        - Balances the interests of multiple stakeholders
        - Considers cultural and ethical factors in the decision-making process
        - Acts fairly despite conflicting demands of stakeholders

Requirements:

- Bachelor's degree in parks and recreation, environmental planning, 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.

- Must be able to independently set up and break down event equipment, including lifting and carrying up to 50 pounds over uneven, unpaved and/or uphill terrain.
- A valid driver's license in good standing.
- All employees are required to act respectfully toward individual co-workers and toward the DLNHC's overall organizational structure following DLNHC's Community Values.

Preferred Qualifications:

- Frequent user of D&L Trail and/or other multi-use trails.
- Technical experience related to one or more of LV Greenways goals, such as environmental restoration, trail development or community planning and zoning. This position has the potential to expand into a Manager role pending applicants skills and experience levels.
- 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.
- Spanish language proficiency is a plus

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 (DLNHC) 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, DLNHC 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.

Delaware & Lehigh National Heritage Corridor, Inc. (DLNHC) is an equal opportunity employer. DLNHC provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, ancestry, age, disability, genetic information, veteran or military status, or any other characteristic protected by federal, state, or local law. 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. DLNHC prohibits harassment based on any protected characteristic and prohibits retaliation against anyone who reports discrimination or participates in an investigation.

Applicants who need reasonable accommodations during the hiring process may contact humanresources@delawareandlehigh.org.