



Heritage Conservancy seeks to hire a self-motivated, highly organized person who is an excellent communicator, works well with others, and is very personable. The best candidate for this role will be able to plan volunteer workdays, have strong follow through, have a passion for the mission and be able to represent Heritage Conservancy professionally to volunteers and at community events.

**Title: Community Engagement Associate**

**Status: Part-time / 25 hours per week**

**Reports to: Community Engagement Programs Manager**

**Position Summary:**

The key focus of this position will be to manage volunteer resources at Heritage Conservancy by ensuring that volunteers feel welcome, appreciated, connected to the mission/organization and know that their time is well-spent. Additionally, this position will assist with outreach and events to engage the broader community and partners, connecting them with Heritage Conservancy's mission.

**Essential Duties and Responsibilities:**

**Administration**

- Ensure completion of volunteer waivers and background clearance checks, plus COVID waivers.
- Implement volunteer policies and procedures.
- Maintain accurate records on volunteers and their participation in programs and events, plus preparation of reports from the database as needed.
- Coordinate, develop and clearly plan for volunteer workdays on properties (including corporate groups, schools, scouts, etc....) or at events with the help and input of staff in other departments.
- Discuss plans with staff as to how they can utilize volunteer help on specific projects and in their daily work.
- Plan an annual schedule of volunteer activities in collaboration with staff across departments.
- Edit and write articles for the Volunteer Newsletter and develop materials for volunteer opportunity advertising.
- Advertise and recruit for volunteers including those with specialized skills, coordinating with the Communications and Marketing Manager.
- Match interested volunteers with volunteer opportunities and project supervisors.
- Attend online volunteer management programs and engage in other opportunities to learn about ways to improve the volunteer program.

**Volunteer Coordination and Service**

- Regularly communicate necessary details to volunteers and staff before and after volunteer workdays, plus occasionally coordinate volunteers during events throughout the year.
- Cultivate volunteers and community members and engage them in meaningful mission-related opportunities.

- Plan and implement appreciation strategies to encourage volunteer retention, such as birthday emails, thank you messages, annual appreciation event, etc.....
- Develop and execute a volunteer satisfaction/feedback process.
- Regularly communicate with volunteers about updates to schedules, other happenings at Heritage Conservancy and check-in with volunteers working remotely/independently.
- Coordinate and conduct orientations and training for volunteers as needed.

### **Community Engagement**

- Foster relationships with new and existing volunteers, corporate groups, and community partners.
- Disseminate the mission of Heritage Conservancy by attending and speaking at local community events and outreach activities to educate on the importance of the preservation work and recruit volunteers/members/partners.
- Implement and strengthen the strategy to communicate with and engage the Lower Bucks Environmental Stewardship Team (LBEST) of volunteers in our mission at Bristol Marsh and Croydon Woods Nature Preserves.
- Coordinate and conduct activities with specific Heritage Conservancy volunteer groups and community partners (e.g. LBEST, Aldie Docents, Green Thumb Garden Group, Scouts, Corporate Groups and Amphibian Crossing Committee).
- Implement and strengthen volunteer recruitment strategy including attendance at nonprofit fairs at local colleges.
- Perform other essential duties as needed for events, programs, and projects throughout the organization.

### **Qualifications and Experience:**

- Two years of college, Associate's degree or equivalent work experience is required.
- Enthusiasm for natural or historic preservation a must. Knowledge related to environmental science or historic preservation a plus.
- Excellent oral and written communication skills.
- Superior interpersonal skills with a commitment to cultural diversity also necessary.
- Strong computer skills are required including database management, Google Workspace, Microsoft Word, Excel, and PowerPoint.
- Experience presenting to community groups or public speaking and relationship building skills are required.
- Must be people oriented, have a team-focused attitude, and the ability to professionally represent Heritage Conservancy to the public.
- A positive attitude and good sense of humor, as well as comfort working independently and as part of a team, when needed.
- Must be self-motivated and able to work in a dynamic fast-paced environment and juggle multiple, changing priorities.
- Strong time and project management skills needed.
- Detail-oriented, ability to take direction, plan ahead, and complete tasks.
- Must be eager to work and learn.

### **Additional Requirements:**

- Occasional evening and weekend hours required.
- Must be available to attend offsite meetings and events.
- Pennsylvania child abuse clearances required.
- Must have own car, automobile insurance and valid driver's license to travel to meetings, programs and project sites.
- Ability to endure potentially variable factors associated with outdoor work on occasion, such as weather and uneven terrain.
- Occasionally required to lift and/or move up to 20 pounds.
- Must agree to comply with all current Heritage Conservancy workplace safety rules and regulations.

**How to Apply:**

Applications are due by **Monday, March 22, 2021.**

**Submit resume, cover letter, and salary requirements to:**

Shannon Fredebaugh-Siller  
Community Engagement Programs Manager  
Heritage Conservancy  
sfredebaugh@heritageconservancy.org