



Heritage Conservancy seeks to hire a self-motivated, highly organized person who is an excellent communicator, very personable, and passionate about connecting people with local natural and historic resources. The best candidate for this role will be able to develop and coordinate public programs for all ages on a variety of topics, be comfortable with public speaking (in-person and virtually), have strong planning skills, excellent follow through, and the ability to represent Heritage Conservancy well to the community.

**Title:** Senior Community Engagement Associate

**Status:** Full time / 37.5 hours per week

**Reports to:** Community Engagement Programs Manager

**Position Summary:**

The focus of this position is to engage community members through public programming at Heritage Conservancy preserves and other locations throughout Bucks County. This position will develop and implement a yearly calendar of programs to engage the community and partners with Heritage Conservancy's mission. Providing a wide range of activities that connect a broad audience of attendees with local natural and historic resources will be a critical component of this role. Additionally, this position will assist with educational programs for students during field trips to Heritage Conservancy preserves, at schools, and through virtual formats.

**Essential Roles and Responsibilities:**

**Public Programming and Community Engagement**

- With the Community Engagement Team, develop, plan and implement an annual schedule of community programs, including but not limited to group presentations, guided hikes, tabling events with partner organizations, and other public programs at preserves throughout Bucks County.
- Disseminate the mission of Heritage Conservancy by presenting at local community events and utilize interactive educational materials at outreach activities to educate on the importance of the preservation work.
- Assess programs to explore ways to overcome barriers to access to the outdoors for individuals representing diverse backgrounds, including but not limited to racial, ethnic, socioeconomic, physical ability, age and gender.
- Continually improve program offerings by implementing a program evaluation plan to gather and evaluate feedback from community members on their experience.
- Identify, grow and strengthen strategic relationships and partnerships surrounding outreach activities in Lower Bucks and other focal community areas.

**Educational Programs with School Partners**

- Assist with planning and implementing in-person and virtual educational programming for K-12 students at local schools and/or Heritage Conservancy preserves throughout Bucks County.
- Assist with the development of educational resources for teachers and students.

**Organizational Assistance and Administration**

- Maintain documentation for programming and activities via photos and data collection for communications and reporting purposes.
- Perform other essential duties as needed for events, programs, and projects throughout the organization.

- Participate in collaborative training efforts as part of the Alliance for Watershed Education; Diversity, Equity, Inclusion and Justice Initiatives; and Standards of Excellence in Community Engagement as needed.

**Essential Skills, Requirements, Education and Experience:**

- Bachelor's degree in environmental science, education, or related field or equivalent work experience is required.
- Three to five years of experience in education, environmental science, and/or public programming.
- Knowledge in at least one of the following areas required: Pennsylvania flora and fauna, water or other natural resources, or local history.
- Superior relationship building skills, team-focused attitude and a dedication to cultural diversity are required.
- Must be self-motivated, able to manage multiple projects at one time and eager to work and learn.
- Excellent oral and written communication skills, plus attention to detail are essential for this role.
- Must be people oriented, have a positive attitude and good sense of humor, plus active listening skills to build trust with community partners.
- Strong computer skills are required including use of Google Workspace and Microsoft Word, Excel, PowerPoint, Zoom, and other video call platforms.
- Graphic design (including Canva), video production and editing experience a plus.

**Additional Requirements:**

- Occasional evening and weekend hours required (approximately 2 times per month).
- Must have own car, automobile insurance and valid driver's license to travel to offsite meetings, programs, and project sites throughout Bucks County.
- Pennsylvania child abuse clearances required.
- Ability to endure potentially variable factors associated with outdoor work, 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:**

Review of applications will begin **Monday, January 9, 2023** and the position will remain open until filled.

**Submit resume and cover letter to:**  
Shannon Fredebaugh-Siller  
Community Engagement Programs Manager  
sfredebaugh@heritageconservancy.org