

## **HERITAGE CONSERVANCY PROGRAM COORDINATOR**

Heritage Conservancy seeks an enthusiastic and effective Program Coordinator to join our team. Reporting to the Director of Administration, the Program Coordinator will provide (a) general office support for the organization and (b) support for the Conservancy's conservation acquisition and stewardship teams.

### **DUTIES & RESPONSIBILITIES:**

- Program Support (50%)
  - Assist Conservation Teams with:
    - Managing conservation easement database
    - Research
    - Preparing documents
    - Communicating with landowners
    - Scheduling meetings
    - Fielding inquiries related to land conservation and historic preservation
    - Supporting the Board's Property Committee
  - Serve as public notary for the Conservancy
- General Office Support (50%)
  - IT / Phones
    - Serve as liaison to communications / IT vendors
    - Set up computers for new staff, handle routine staff needs
    - Maintain AV and phone systems
    - Field general public inquiries
  - Supplies / Equipment / Mail
    - Order and track use of office supplies, equipment
    - Handle shipping
    - Stock and maintain mail/copy room
    - Maintain office machines; serve as liaison to vendors
    - Provide backup for processing mail/checks (as needed)
  - Calendars / Scheduling
    - Maintain organizational calendars
    - Assist President / Directors with scheduling as needed
  - Hiring / Onboarding
    - Assist Director of Administration as needed
- Other Duties
  - As assigned by the Director of Administration

This is a full-time position based in Heritage Conservancy's office in Doylestown, PA.

### **QUALIFICATIONS & ESSENTIAL SKILLS:**

- 3+ years of experience in an office setting.
- Excellent oral and written communication skills.
- Strong problem-solving, time management, and organizational skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Publisher, PowerPoint), Adobe Acrobat.
- Ability and willingness to learn.

- Ability to use initiative in accomplishing routine assignments with minimum supervision.
- Ability to balance, prioritize, and perform multiple important tasks.
- Ability to work independently as well as with a team and with clients.

**TO APPLY:**

Interested applicants should send a cover letter and resume to Heritage Conservancy at [joinourteam@heritageconservancy.org](mailto:joinourteam@heritageconservancy.org). No phone calls, please.

**ABOUT HERITAGE CONSERVANCY:**

Heritage Conservancy is a nonprofit organization that works in partnership with communities, landowners, businesses, governments, and other mission-focused organizations to ensure that the natural and cultural landscapes that make our region special endure and flourish. Founded in 1958 and based in Doylestown, PA, Heritage Conservancy has worked to protect more than 16,000 acres of open space, farmland, wildlife habitat, and important watershed areas throughout Bucks and in surrounding counties. We own and manage more than 50 properties, hold conservation easements on more than 250 properties, and actively pursue habitat restoration initiatives across the region. Heritage Conservancy also holds historic preservation easements and maintains a Register of Historic Places with over 700 entries. In our work to connect people with the environment and history of our region, to educate, and to inspire advocacy for land and watershed protection, we interact with thousands of community members every year, including more than 2500 students. Heritage Conservancy is nationally accredited by the Land Trust Accreditation Commission. To learn more, visit [www.heritageconservancy.org](http://www.heritageconservancy.org).