



EDUCATION PROGRAMS ASSOCIATE

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

Status: Full-time / 37.5 hours per week

Reports to: Director of Education & Community Programs

Salary Range: \$45,000 to \$50,000

Essential Functions:

- Assist with planning, development, coordination, and implementation of K-12 environmental education programs outdoors on Heritage Conservancy preserves, in classrooms, and on school grounds within Bucks County and surrounding area.
- Coordinate an annual schedule of education programs and activities.
- Manage data to evaluate and track program impact and effectiveness.
- Write clear lesson plans and adapt activities to align with Pennsylvania academic standards.
- Coordinate and communicate logistics with staff, including per diem educators to conduct programs.
- Collaborate with community partners and teachers at partner schools.
- Assist with onboarding and training per diem educators throughout the year.
- 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.
- Perform other essential duties as needed with events, programs, and projects throughout the organization.

Qualifications and Essential Skills:

- Bachelor's degree in environmental science, education, or related field or equivalent work experience.
- At least 2 to 3 years of experience leading educational programs.
- Excellent oral and written communication skills. Detail-oriented and able to plan ahead.
- Superior interpersonal skills with a commitment to cultural diversity.
- Strong computer skills including use of Google Workspace and Microsoft Word, Excel, and PowerPoint.
- Ability to work independently and as part of a team.
- Must be self-motivated, with strong time and project management skills.
- Additional beneficial skills include:
 - Some graphic design, video production and editing experience, including Canva.
 - Knowledge of Pennsylvania flora and fauna, water, and natural resources.
 - Experience with lesson planning and Pennsylvania science standards.

Additional Requirements:

- Occasional evening and weekend hours required.
- Must be available to attend offsite meetings and events.
- Pennsylvania child abuse clearances required.
- Must have a car, automobile insurance and valid driver's license to travel to meetings and programs.
- 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.

How to Apply:

Interviews will begin the week of May 26th and the position will remain open until filled. No phone calls please.

Submit resume and cover letter to:
Shannon Fredebaugh-Siller
Director of Education & Community Programs
sfredebaugh@heritageconservancy.org

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.