



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 community 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 community and public programs outdoors on Heritage Conservancy preserves, on school grounds, and with partner organizations within Bucks County and surrounding area.
- Lead K-12 environmental education programs in a variety of settings across Bucks County.
- Coordinate an annual schedule of community programs and tabling activities.
- Maintain documentation for programming and activities via photos and data collection for communications and reporting purposes.
- Implement an evaluation plan to gather and evaluate feedback from community members to regularly improve program offerings.
- Coordinate and communicate logistics with staff, including per diem educators to conduct programs.
- Collaborate with community partners and attend local meetings.
- Assist with onboarding and training per diem educators throughout the year.
- Perform other administrative and essential duties as needed with programs, and projects throughout the department.

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 Word, Excel, and PowerPoint.
- Ability to work independently and as part of a team.
- Must be self-motivated and able to juggle multiple priorities at the same time.
- Strong time and project management skills needed.
- 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 state 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 access to an insured car and valid driver's license to travel to meetings and programs throughout Bucks County.
- 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 25 pounds.
- Candidates from Lower Bucks County are encouraged to apply.

Culture and Benefits:

Heritage Conservancy is committed to the overall well-being of its employees offering a variety of benefits including:

- Flexible scheduling options in accordance with job requirements
- Comprehensive retirement package including company match
- Competitive health benefits including medical, dental, and vision
- Generous Paid Time Off including vacation, paid holidays, and personal time
- A fun and collaborative work environment and so much more!

How to Apply:

Email a resume and cover letter to Shannon Fredebaugh-Siller at sfredebaugh@heritageconservancy.org. Include "Education Programs Associate" in the subject line.

Interviews will begin the week of January 12th, 2026 and the position will remain open until filled. 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 17,000 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 270 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.