



LOWELL PARKS & CONSERVATION TRUST

Position Available - Stewardship & Education Manager

Posted: April 9, 2015

The Lowell Parks & Conservation Trust (LP&CT) is a private, non-profit land trust operating within the City of Lowell, MA. Our *mission* is to improve the quality of life for the people of Lowell through the creation, conservation and preservation of parks, open spaces, and special places. This small, dynamic organization has four staff, a nine-member Board of Directors, and a strong membership base. Our programming is diverse, including land protection, environmental education, historic preservation, and urban forestry. *Are you interested in helping this dynamic organization grow? Can you multi-task, work well with diverse partners and volunteers, and engage youth in learning about their environment?*

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The position of Education & Stewardship Manager encompasses duties that relate to our membership, land protection, and education programs. LP&CT is very much a teamwork based environment which requires flexibility/adaptability, self-initiative, goal setting, and interacting with the public – all working toward project accomplishments that meet the clearly defined mission of the Trust. This is an exempt position and some weekend and evening work is expected. *Responsibilities below will vary from week to week* in consultation with the Executive Director:

- **Education Programs** (6-12 hours/week) - Coordination of youth and adult education programs. Youth education is primarily offered after-school (Monday-Thursday) in partnership with a co-teacher from Mass Audubon's Drumlin Farm Wildlife Sanctuary. In addition to programming with youth, this position requires the ability to steward and facilitate program partnerships. Adult education includes coordination of seasonal programs, which may include: animal tracking, maple sugaring, bird watching, property walks, lock tender training, and other events.
- **Membership/Operations** – (6-8 hours/week) Coordinate and process all membership mailings, which include renewals every 6-8 weeks, Annual Fund, Constant Contact e-news, social media, and special event mailings. *Requires attention to detail, ability to use & analyze database, conduct mail merges, and engage donors.* Coordinate volunteers for all Trust projects and track their time. Interact with media, send press releases, update website, and track media impressions. Other operations support as needed.
- **Stewardship/Land Protection** (2-4 hours/week) – Monitor and manage land trust properties and those in which we have a vested interest (including the Concord River Greenway); work proactively to protect high priority parcels within Lowell. Ensure alignment with land trust accreditation requirements. Coordinate volunteer clean-ups. Address property maintenance needs as required.
- **Other responsibilities** (4-8 hours/week) will include contributing to the coordination and success of LP&CT programs, including seasonal whitewater rafting (April/May), the restoration and maintenance of the historic Spalding House (c.1760), and other program needs as they arise.

Education & experience: Bachelor's degree in natural resource management/environmental studies/education or a field related to the position. Plus 1-3 years of related or transferable experience with a similar non-profit.

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Qualifications:

- Strong commitment to urban conservation and the mission and programs of LP&CT.
- Strong ability to be proactive, multi-task/prioritize and provide attention to detail and follow-up.
- Computer Skills: Microsoft Office applications of Excel, Word, Access, PowerPoint and Publisher; ability to analyze database, develop reports, conduct mail merges; social media (eg. Facebook, Twitter, Constant Contact).
- Strong writing and editing; ability to write persuasive content.
- Demonstrated experience working with urban youth.
- Demonstrated ability to work collaboratively with colleagues and partner organizations.
- Ability to balance competing priorities and deadlines to handle multiple tasks.
- **Preferred:**
 - *Experience in one or more of the following areas:* historic preservation, urban land protection projects, Drupal website management, and/or fundraising (including grant writing).
 - Bilingual or ability to communicate in Spanish or Khmer.

Working conditions: Work is performed in a normal office environment. Much of event, education, and other programming work is performed outdoors with potential for all weather conditions and may require climbing, bending, walking, crouching, lifting, reaching, and other physical capabilities.

Compensation rate is commensurate with experience, 32 hours/week (Mon-Thurs, ideally). Pending funding, this may become full-time. Benefits include accrued paid time-off, workers' compensation insurance, free garage parking, and access to a 403b account.

To apply: Please send an attached resume and cover letter via email to: jcalvin@lowelllandtrust.org. Applicant should describe relevant experience and interests in cover letter. Please address cover letter to:

Jane Calvin, Executive Director
Lowell Parks & Conservation Trust
660 Suffolk St. Suite 120
Lowell, MA 01852

Applications will be reviewed on a rolling basis now through April 30, 2015.