



## **Part-time Position Available** Lowell Parks & Conservation Trust Project Specialist

The position of Project Specialist encompasses duties that complement the work of the Executive Director. This is very much a teamwork based environment which relies on flexibility, taking self-initiative, goal setting, interacting with the public – all working toward strong project accomplishments that meet the clearly defined mission of the Trust. Some weekend and evening work should be expected.

Responsibilities below are expected to be responded to on an as needed basis, working in cooperation with the Executive Director.

- **Membership/Operations** – (6-8 hours/week) Coordinate all membership mailings, which include renewals every 6-8 weeks, Annual Fund, Constant Contact/Facebook e-news, and special event mailings. Coordination with volunteers and mail fulfillment/printer to process mailings. Process membership donations and thank you's upon receipt. Other operations support as needed. Ability to analyze database and engage donors is critical. Interact with media, send press releases. This membership/operations responsibility is the first priority for the Project Specialist.
- **Land Protection** (2-4 hours/week) – Support Stewardship & Education Director in monitoring and managing trust properties; work proactively to protect high priority parcels within Lowell. Assist with land trust accreditation process and application. Support all activities relating to design and construction of the Concord River Greenway, including working with City staff, ED, volunteers, artists, engineers, designers.
- **Other responsibilities** (4-8 hours/week) will include contributing to the coordination and success of LP&CT programs, including environmental education, seasonal whitewater rafting (April/May), the restoration and maintenance of the historic Spalding House (c.1760). This may include contributing to the newsletter, website updates, coordination of special events, and other project research.

Strong opportunity for the person with right combination of skills to help grow the organization. 2010 is the 20<sup>th</sup> Anniversary of the Lowell Parks & Conservation Trust's founding and the 250<sup>th</sup> Anniversary of the Spalding House.

Preferred experience/skills include: Microsoft Office applications of Excel, Word, Access, and Publisher; Constant Contact; experience in land protection, esp. urban projects; fundraising experience (esp. grant writing); strong ability to multi-task and prioritize under a deadline. Rate is hourly \$14-17/hr., 16 hours per week, preferably Monday & Wednesday and/or Friday.

**To apply:** Please send resume/cover letter to Jane Calvin, Executive Director, Lowell Parks & Conservation Trust, PO Box 7162, Lowell, MA 01852 or email: [jcalvin@lowelllandtrust.org](mailto:jcalvin@lowelllandtrust.org) or fax 978-454-7637. Accepting applications now or at the latest by Monday, February 22, 2010.

[www.lowelllandtrust.org](http://www.lowelllandtrust.org)