



Northern Bedrock Historic Preservation Corps

Historic Preservation Program Manager

Description:

Northern Bedrock Historic Preservation Corps is seeking an experienced leader to direct programs focused on developing workforce skills through historic preservation and outdoor service work.

The Historic Preservation Program Manager is responsible for young adult AmeriCorps and public programming. Responsibilities include securing and managing preservation service projects, hiring and training crew leaders and crew members, creating and maintaining a positive culture, and prioritizing a safe work environment. Requires a working knowledge of other volunteer-related or AmeriCorps programming, an interest in historic preservation, project management experience, knowledge of preservation trade skills, and the ability to learn and utilize the organization's technology. Strong relationship and communication skills with a desire to work in a team environment are also required.

This position will work collaboratively with the Historic Preservation Project Manager and Logistics Coordinator to solicit, assess, scope, and execute service projects, and train AmeriCorps Members. Full-time, exempt position reporting to the Operations Director.

Compensation:

Salary: \$45,000 to \$55,000 annually; commensurate with experience

Benefits: Health Insurance, Dental Insurance, Generous PTO, Long-term Disability, Life Insurance, IRA matching up to 3%

Position Responsibilities:

Historic Preservation Service Project Development (40%):

- Develop long term project calendars by building relationships with Project Hosts, Technical Specialists, and community partners.
- Meet with potential Project Hosts to discuss the feasibility of projects.
- Coordinate with the Project Manager, Logistics Coordinator and Technical Specialists to assess future projects.
- Establish Scope of Work and negotiate Service Project Agreements with Project Hosts
- Effectively communicate the responsibilities and Scope of Work to the Project Manager.
- In collaboration with Operations Director, develop multi-year/long-term project agreements with State and Federal Partners.
- Work to establish a Community Advisory Network composed of Project Hosts and Technical Specialists.
- Ensure projects are accomplished in an efficient, safe and consistent manner and comply with NBHPC and AmeriCorps policies.

Training (10%):

- Develop, coordinate and conduct Corpsmember orientation, training, onboarding with the support of all staff.
- Oversee Corpsmember training to ensure personal and program success is achieved through principles of teamwork and service-learning.
- Develop continuing education training throughout the field season.

Crew Personnel Management (10%):

- Work with the Operations Director to develop and execute a recruitment plan.
- Select Corpsmembers; including hiring procedures, hiring materials, job postings, interviewing, and conducting background checks.
- Maintain and manage Corpsmember handbooks; manuals, field & emergency procedures along with the Operations Director.
- Collect, review and submit Corpsmember timesheets and coded credit card statements to Finance.
- Collect, review and track evaluations and Project Host feedback for use in performance reviews and reporting.

Communication (15%):

- Maintain consistent and effective communication with all NBHPC team members.
- Coordinate and generate project information for reporting and project management.
- Assist in grant and partnership writing in conjunction with other team members.
- Serve as organizational representative/ambassador to the public when interacting with volunteers, community members, technical specialists, project hosts and the media.
- Develop Field Season report in collaboration with Operations Manager and Project Manager.
- Commit to active participation in a highly effective team at NBHPC.

Halfway Ranger Station Historic District (25%):

- Manage the Halfway Ranger Station Adaptive-Reuse Plan in coordination with the US Forest Service, SHPO and the Board.
- Identify potential partners and conduct outreach to local community members and organizations.
- Create Scopes of Work for Halfway Ranger Station.
- Facilitate project reviews, assessment, and reporting.
- Assist in identifying and securing grant funding and site support.

Additional responsibilities may be assigned as necessary.

Travel Requirements:

- Program Managers travel to project sites as needed for project development meetings, Corpsmember management, and project follow-up. This includes travel by car throughout service area. Work vehicles and rental cars are provided as necessary.
- Travel is confirmed and communicated as far in advance as possible. The Program Manager's schedule is taken into consideration when planning projects and travel dates.

Qualifications:

Requirements

- Bachelor's in Anthropology, Construction Management, History, Historic Preservation, or similar and/or equivalent combination of education, certifications, and experience and/or training.
- Strong understanding and evaluation processes
- Experience and/or training in managing programs geared towards youth and young adults.
- Excellent written and verbal communication skills.
- Organizational, time management and planning skills.
- Teamwork and leadership skills.
- Strong awareness of workplace safety and risk management strategies.
- Effective project communication with diverse stakeholders
- Strong commitment to respecting the ideas and intelligence of young adults and an ability to relate to and support a diverse group of people.
- Valid driver's license and ability to pass criminal background and motor vehicle record check. "Pass" means no major moving violations or DUI's in the past five years, no positive hits on the NSOPW (the Dru Sjodin National Sex Offender Public Website), and no history of violent offenses or crimes of dishonesty.

Preferred

- Knowledge of the Secretary of Interior's standards and preservation briefs.
- Ability to be flexible working in a fast-paced changing environment.
- Demonstrated experience with non-profit programming or closely related field, including young adult supervision and programming such as AmeriCorps or National Service programs.
- Familiarity with and appreciation for Minnesota's historic preservation efforts, culture and places.
- Preservation trades skills knowledge.
- Proficient in Google Suite (docs, sheets, forms) and MacOS.

Work Environment:

CONSTANT: Near and mid-range vision; depth perception; field of vision; visual accommodation; color vision; talk/speak; walk on uneven or steep terrain; walk and work inside. **FREQUENT:** Lift and carry up to 25 pounds; far vision; hear; bend neck; climb stairs; feel; use fingers; grasp; handle; move about; reach; reach above shoulder; rotate neck; sit; stand; stoop/bend; twist at waist; turn wrists; extreme temperatures and noise; and work with or around others. **OCCASIONAL:** Lift and carry up to 50 pounds; climb ladders or scaffolding; crawl; crouch; kneel; maintain posture; squat; static neck position; exposure to weather; extreme wet or humid conditions; vibration; elevated or slippery surfaces; moving objects; work alone; shift work; extended days and driving.

Northern Bedrock is an equal opportunity employer and offers all persons the benefit of participating in its programs and employment regardless of race, color, creed, religion, national origin, sex, marital status, familial status, public assistance, age, disability, sexual orientation, and/or membership in local human rights activities.

To Apply: Email resume, cover, and three professional references to admin@northernbedrockcorps.org. Please include "Program Manager" in the subject line. This position will remain open until filled. The selection process will begin on January 17, 2021.

To learn more about Northern Bedrock, please visit our website at www.northernbedrockcorps.org.