**WeConservePA Job Announcement**
**Project Assistant**

## SUMMARY

This position is for a dynamic individual who is passionate about conservation and prepared to take on a shifting array of tasks and projects in support of WeConservePA's mission to help people care for, wisely use, and enjoy what nature offers. As part of a small staff pursuing ambitious goals and implementing a robust and ever-evolving work program, the project assistant must be self-motivated, creative, resourceful, capable of deep focus, and organized. They must have strong written communication skills. They must be comfortable working directly with people and in addressing multiple projects and needs concurrently.

The project assistant reports directly to the executive director and will work—depending on the nature of a particular project—solo or in partnership or in an assisting role with other members of staff.

The position offers the right individual responsibility and opportunity to advance within the organization.

## ELEMENTS OF THE POSITION

The exact mix of projects, tasks, and responsibilities taken on by the project assistant will depend on the organization's ongoing strategizing and current opportunities and needs. Depending in part on the project assistant's particular set of skills and talents, work elements could include any or all of the following and more:

- Preparing email, social media, web, and print communications—including writing original content, graphics, and overall design.
- Organizing online seminars and annual in-person conference (160 or more attendees) for Environmental Advisory Council volunteers and municipal staff.
- Assisting with the planning and execution of multi-day, large-scale events—the annual Pennsylvania Land Conservation Conference and biennial Pennsylvania Greenways & Trails Summit—as well as smaller events and meetings.
- Assisting with legislative outreach.
- Direct outreach to member and allied organization staff and volunteers on various matters.
- Administration of WeConservePA grant programs (e.g., the Conservation Easement Assistant Program).
- Assist with implementation and ongoing management of new CRM, donor management, and events registration system.

## WORK ARRANGEMENT

**Hours.** Depending on the individual applicant's needs and strengths, this position could be structured as either a part- or full-time position. Flexibility is provided in choosing work hours

although they must fall predominantly within standard office hours to ensure good communications internally and externally.

**Location.** To foster interpersonal connections and understandings and create synergies in WeConservePA's work, the project assistant is expected to work a substantial portion of their time at the downtown Harrisburg office. Staff are typically in the office Monday through Wednesday.

**Small office.** The project assistant will bring the WeConservePA staff complement to seven.

**Compensation.** WeConservePA seeks to offer a competitive nonprofit compensation package. WeConservePA provides a 5% retirement contribution with its 401(k) plan. Full-time position benefits include generous time off and 100% of a Blue Cross health insurance premium.

Compensation will be set based on the candidate's strengths and previous work and academic experience as well as the level of interest in the position.

## QUALIFICATIONS

- Ability to manage multiple assignments and deadlines
- Strong attention to detail and accuracy; solid research skills.
- Competent in the use of office productivity software (Microsoft 365)
- Demonstrated experience with CRMs and visual design tools such as Canva and Adobe Illustrator and InDesign is a plus.
- Enthusiastic self-starter and practical problem-solver; outstanding analytical skills, creativity, and resourcefulness.
- Exceptional writing and interpersonal skills.
- Skilled in project management and keeping multiple projects flowing simultaneously.
- Comfortable working independently and as a team member.
- Personal commitment to conservation.

## ADDITIONAL INFORMATION

WeConservePA helps people care for, wisely use, and enjoy what nature offers. See **WeConservePA.org** for strategic plan, program reports, and other information. EOE.

## TO APPLY

Email cover letter, resume, and other content (if any) that supports your candidacy to rbuckham@weconservePA.org. Put "Project Assistant" on the subject line. You must include compensation expectations in your cover letter to be considered.

The position will remain open until the position is filled. No phone calls.