

Part-time Position Available – Easement Coordinator

JOB DESCRIPTION

The Chestnut Hill Historical Society (CHHS), the first nationally-accredited land trust with a primary focus on urban parcels and part of the growing movement to combine land conservation and the preservation of historic resources, is seeking an Easement Coordinator to carry out annual monitoring of existing easements and to prepare information for new land conservation and façade easements. This is an outstanding opportunity for an individual interested in the fields of historic preservation, land conservation, or urban planning.

This part-time position is for fifteen hours per week, at a rate of \$15.00 to \$17.00 per hour, depending on experience. The work schedule is flexible, but needs to be consistent. This position reports to the Executive Director. Oversight of the Easement Program is managed by a joint committee of CHHS and the Friends of the Wissahickon (FOW) .

QUALIFICATIONS

A background in land conservation and/or historic preservation is desirable, as is a familiarity with conservation and preservation easements, understanding of legal documents and language a plus. Working knowledge of Microsoft Office suite required and database management a plus. The successful candidate will be detail-oriented, organized and reliable, with good photography and communication skills. A valid driver's license and access to a car is required. Training will be provided.

LIST OF DUTIES

- Attends and prepares materials, including agenda, for committee meetings.
- Conducts on-site inspection and handles related follow-up correspondence for all existing easements.
- Responds to requests and inquiries from owners of properties under easement for reviews of proposals.
- Cultivates and follows up on leads for new easements.
- Maintains contact/relationship database of all eased property owners and easement prospects for regular communication cycle.
- Coordinates the preparation of new easement documentation, which includes working with legal and other experts, taking baseline photographs, and preparing baseline documentation reports and summary texts.
- Develops and tracks easement program budget, working with joint chairs of the Easement Committee
- Prepares periodic invoices for expenses incurred during the development of new easements.
- Works with FOW staff and Board on conservation easement issues.
- Assists with easement marketing events, grant applications and other committee work.
- Coordinates installation of easement plaques on eased properties
- Prepares Pennsylvania Land Trust Association (PALTA) grant applications

- Provides both written and oral reports on easement status, current and prospective, on a regular basis.
- Acts as liaison between CHHS and other conservation groups such as the Land Trust Association and the Pennsylvania Land Trust Association, as well as other land trusts.
- Performs other duties as assigned.

Interested applicants should send a letter and a resume to Jennifer S. Hawk, Executive Director, Chestnut Hill Historical Society, 8708 Germantown Avenue, Philadelphia, PA 19118, or to info@chhist.org. No phone calls please.

The Chestnut Hill Historical Society is a non-profit preservation organization that has been preserving and nurturing the historical, physical, and cultural resources of Chestnut Hill and surrounding communities for over 40 years. Under its Easement Program, in partnership with the Friends of the Wissahickon, CHHS protects more than 70 acres and 12 historical facades in perpetuity. In 1985, CHHS documented virtually every structure in Chestnut Hill and led the successful effort to have Chestnut Hill designated as a National Historic District on the National Register of Historic Places.