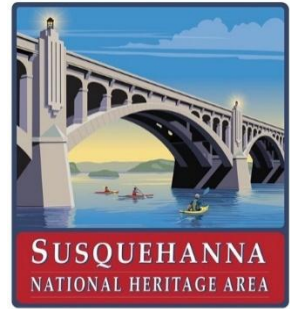


## SUSQUEHANNA NATIONAL HERITAGE AREA

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### POSITION DESCRIPTION



**JOB TITLE:** Heritage Partnerships Planner

(Full-time regular employee position with benefits – 40 hours per week)

### POSITION SUMMARY

The Heritage Partnerships Planner is a new position to the organization, which will play a pivotal role in fostering collaboration among stakeholders to promote wide appreciation for the natural and cultural resources of the Susquehanna National Heritage Area. Under direction of the Senior Vice President of Planning & Projects, and in close collaboration with the SNHA Interpretive Advisory Group, this position will develop and support a regional interpretive program. Working with partner organizations throughout York and Lancaster Counties, the Heritage Partnerships Planner will encourage regional participation in the implementation of the Susquehanna National Heritage Area Management Plan. Working with organizations and individuals throughout Lancaster and York counties, the Heritage Partnerships Planner will develop a region-wide presentation of the four interpretive themes described in the Management Plan. Such a presentation will highlight the region's heritage resources and encourage visitors to explore sites, places, and landscapes which relate to the nationally important themes identified in the Management Plan. The Heritage Partnership Planner will also play a key role in promoting and administering a grant program focused on the implementation of the Management Plan.

### RESPONSIBILITIES

#### Planning & Implementation

- Develop a regional interpretive program to guide and support partnering sites and communities in interpreting the resources and stories of SNHA.
- Gather information and conduct research and analysis to identify and prioritize heritage projects and support heritage partnerships.
- Provide administrative support and collaborate with the Interpretation Advisory Group to develop a regional interpretive program.
- Participate in the implementation of the SNHA Communications Plan, including website, print, wayfinding and social media.
- Participate in the development of the interpretive program at the future Susquehanna Discovery Center & Heritage Park.
- Attend workshops and training sessions focused on regional interpretation.
- Collect SNHA and partner information for reporting and sharing with funders and partners.

#### Partnerships Development & Community Outreach

- Establish and maintain relationships with municipal leadership, community groups, businesses, and heritage organizations throughout the region.
- Establish and further development partnerships to create a region-wide interpretive presentation based on SNHA's four primary interpretive themes.
- Coordinate with SNHA visitor services staff to highlight collaborative opportunities and joint interpretive programs with partner sites and organizations.

- Work with partner institutions to promote wide public appreciation for and public access to the natural, cultural, historic, scenic, and recreational resources of the Heritage Area.
- Co-manage and administer the Heritage Grants Program with other SNHA staff.
- Promote the value of National Heritage Area through stakeholder workshops and communication campaigns.

## **QUALIFICATIONS**

- Bachelor's degree in related field, such as urban planning, architecture, landscape architecture, historic preservation, museum studies, public history, history, or cultural resources management.
- At least 5 years of experience in museums, cultural heritage, or park projects preferred.
- Ability to work independently and directly with SNHA Board members and community partners.
- Strong organizational, interpersonal, and public presentation skills.
- Proficiency with Microsoft Office required. Proficiency with website editing and social media preferred.
- Valid Pennsylvania driver's license.

## **EMPLOYEE BENEFITS**

Full-time, exempt employees' work schedules are generally 40 hours per week, Monday through Friday, 9am to 5pm. A flexible work schedule or additional work hours are likely necessary to meet the requirements of the position, including evening hours and weekend work. Full-time employee benefits include:

- 10 paid holidays, 15 personal leave days (with accrual schedule related to length of employment), and various types of unpaid leaves of absence.
- Medical and dental insurance for staff members and their dependents after 60 days of employment (subject to annual review and funding).
- Simple IRA retirement plan with 3% employer match contribution.

## **ORGANIZATIONAL EXPECTATIONS**

This organization has high standards for personal behavior. We must continue to earn the trust and respect given to us by our supporters and expected from us by those we serve. We are ethical. We always strive to do the right thing. We are respectful. We apply the Golden Rule in all our external and internal relationships. We are reliable. We can be counted on to do what we have promised. We try to exceed expectations.

## **DIVERSITY AND EQUAL OPPORTUNITY**

SNHA is committed to creating a diverse environment and is proud to be an equal-opportunity employer. We respect, encourage, and seek to enhance diversity among our staff, Board of Directors, partners, and volunteers and view such diversity as a strength. SNHA does not discriminate on the basis of age, gender, sexual orientation, religion, national origin, marital or familial status, political beliefs, disability, race or color.

## **SALARY**

Up to \$45,000 annually.

## **APPLICATION INSTRUCTIONS**

Submit a resume and cover letter to [awilmoth@susqnha.org](mailto:awilmoth@susqnha.org), and make sure to address any professional and personal experiences which are relevant to this position.

## **TIMELINE**

Applications will be accepted until the position is filled.