



## **LAWRENCE HOPEWELL TRAIL CORPORATION POSITION DESCRIPTION PROJECT MANAGER**

The Lawrence Hopewell Trail Corporation (LHT) project manager is an important part of the team charged with responsibility for helping to implement the LHT Strategic Plan and managing the day-to-day operations of the Corporation. The overall goal of the project is to complete and maintain the trail, help manage partner relationships, assist with fundraising and communications, and provide programs that will promote the use of the trail for health, recreation, and as alternative to automobile transportation. The LHT team consists of an 18-member Board of Trustees including two co-presidents, the project manager, and the administrative assistant. While the project manager supports the Board and its committees as a whole, he/she is a consultant and reports directly to the co-presidents. The administrative assistant is also a consultant and a direct report to the project manager.

### **Position Responsibilities**

Support the co-presidents and the committees of the Board of Trustees in achieving the goals set forth in the LHT Strategic Plan. Provide advice and direct project support that may include, but not be limited to:

#### Monitoring Trail Contracts and Administration

- Monitoring applications for permits and monitoring progress on construction, engineering, and maintenance projects.
- Monitoring contracts to make certain that all requirements are met and funds are appropriately accounted for. Supervision of other consultants as required.
- Keeping all maps and descriptive materials current.
- Periodically monitoring the maintenance of the LHT.
- Working with the treasurer on governmental filings such as IRS Form 990.

#### Supporting the Work of the LHT Board of Trustees

- Researching potential funding sources and preparing and monitoring proposals and grant applications.
- Preparing meeting minutes.
- Plan and execute community events and projects that promote the use of the LHT.

#### Maintaining Relationships with Stakeholders

- Developing and maintaining relationships with stakeholders as required.
- Representing the LHT in a variety of settings with governmental officials, community and corporate leaders, and trail organizations.
- Assisting in the coordination of volunteers, including creating community service opportunities for students, scouting organizations and others.

#### Program Development and Communications

- Developing content for the website and serving as the interface with the web designer and maintenance firm.
- Developing content for FaceBook and other appropriate social media and maintain those sites.
- Drafting and editing correspondence, PowerPoint, and other presentations.

#### Other Duties Assigned As Needed

### **Knowledge and Skills Required**

- Experience in the management of complex projects
- Careful attention to detail
- Strong organizational and interpersonal skills

- Strong written and oral communication skills
- Proficient in the use of Microsoft Word, PowerPoint, and Excel

**Desirable Knowledge and Skills**

- Trail design, development, and maintenance and environmental regulations
- Grant writing and fundraising experience
- Knowledge of Mercer County area, especially Lawrence and Hopewell Townships
- Ability to use QuickBooks, WordPress, UMapper, Twitter, and FaceBook

**Estimated Time Commitment**

Ten to 15 hours weekly on average. Should have some flexibility during evenings and weekends.

**Salary**

To be negotiated. Part-time. Successful candidate is hired as a consultant, not an employee. Benefits are not included.

**To Apply**

Send a cover letter, resume, and salary expectations to [evhorne@gmail.com](mailto:evhorne@gmail.com) and [Becky@btaylorpa.com](mailto:Becky@btaylorpa.com). Indicate LHT Project Manager Application in the subject line.

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