



# Appalachian Forest Heritage Area

PO Box 1206 | Elkins, WV 26241 | (304) 636-6182  
[www.appalachianforest.us](http://www.appalachianforest.us) | [afha@appalachianforest.us](mailto:afha@appalachianforest.us)

## Now Hiring!

### Appalachian Forest Heritage Area –Program Associate Position

AFHA is seeking a Program Associate to help with implementation and administration primarily of the AFHA AmeriCorps program and to a lesser degree for other AFHA activities and projects. This staff position will start summer of 2018.

Primary duties will include assisting with recruitment, training, oversight and reporting for the AFHA AmeriCorps program. Program Associate has primary responsibility for timesheet reviews, site visits, and fostering relationships with members and sites.

A separate aspect of the position is as direct supervisor of the AFHA AmeriCorps Hands-on Team (HOT). This includes supervising 4 members, organizing, and scheduling for HOT historic preservation and conservation projects.

Program Associate appropriate for all of the described duties will be a full-time employee, at a salary range between \$25,000 and \$29,000 per year based on experience. Another option may be to select two people for part-time positions, one as Program Associate, and the other as HOT supervisor.

Position will start between mid-July and September 1, 2018. Selected candidate will attend 3 day training in July if possible, regardless of start date.

#### Qualifications:

Candidate should have training (college degree) and background in one or more of the AFHA focus areas of conservation, forestry, heritage, historic preservation, tourism, community development, or in public administration or journalism/communications, or a related field.

Successful candidate MUST be organized and meticulous with paperwork, and computer literate with comfort in Word, Excel, email, google drive, and social media.

For Program Associate duties for AmeriCorps program, candidate should have experience (3 or more years preferred) in supervision, personnel management, leadership, team coordination, and/or conflict resolution, in a non-profit, service, or business environment.

For HOT Supervisor duties, should have experience or familiarity with construction skills and safety, and with historic preservation principles, or willing to learn these skills.

Previous experience as an AmeriCorps member or supervisor, with other national service programs, and/or previous involvement with AFHA will be a plus. AFHA is an Employer of National Service and welcomes applicants with National Service experience.

Communication and people skills are vital. Successful candidate must work closely with a wide variety of people. Good written and verbal communication skills, positive attitude, professionalism, calm demeanor in response to stress or conflict, ability to help with conflict resolution, and comfort with speaking in groups will all be needed. Candidates who can connect readily with the AmeriCorps members are encouraged to apply, as long as they can show management experience and can also relate professionally as peers with older site supervisors and community leaders.

Candidate must be able to work independently with periodic direction. Program Associate will participate as part of a close-knit team, including assisting with program evaluation, direction, and improvements.

Candidate should commit to AFHA principles and be prepared to take responsibility and represent the organization. Program Associate will be expected to represent AFHA as a professional, and to build relationships with site representatives, government agencies and officials, and program partners.

Program Associate will work primarily out of AFHA office in Elkins City Hall and/or Darden Mill. Some remote work from a home office you provide might be possible, as long as Associate is able to be available for frequent meetings with other staff and for all expected AmeriCorps team and AFHA meetings. HOT supervision will involve time meeting with members and at project sites. Travel will be required for site visits and HOT projects.

**Duties will include:**

Program Associate will be directly supervised by and report to Phyllis Baxter (AFHA Executive Director/AFHA AmeriCorps Program Director). Associate will also work closely with Logan Smith (AFHA Deputy Director), and with AFHA assigned AmeriCorps members, in a small team environment.

**AmeriCorps program duties** will support the administration of the AFHA AmeriCorps program, and assist Program Director and staff with:

- Reviewing member timesheets monthly, communicating needed corrections, and recording data for program use.
- Maintaining communication with AmeriCorps program sites and oversee site performance, including site visits at least twice a year to each site, with additional communication as needed, to assess performance, member and site satisfaction, and to help resolve any issues or conflicts.
- Oversee member performance, including participating in some member-planned events and conducting site monitoring visits.
- Helping to resolve issues and conflicts between members, members and supervisors, or in other situations that may arise. The willingness and ability to lead and assist with conflict resolution in a calm and productive manner will be important.
- Reviewing member reports and collating data for quarterly program progress reports and performance measure reports.
- Assist with program evaluation, including process, outcome, and impact evaluations.
- Recruiting and interviewing new members.
- Maintaining member records and program data both in electronic and paper formats as needed.
- Planning and conducting trainings and team meetings.
- Facilitating team building, service projects, and member orientation and adjustment.
- Member communications including calendar, service and training opportunities, etc.
- Site and partner communications, help build and strengthen partner relationships.
- Communicating with state Program Officers and attending periodic Program Director meetings and training.
- Direct communications with members, supervisors, board and stakeholders, including email, e-newsletters, Facebook, etc.
- Other related duties as assigned

**Hands On Team (HOT) supervisor duties** include:

- Direct supervision of HOT members (currently 4 members).
- Approve member timesheets, collect reports, and provide evaluations.
- Recruitment of HOT members.
- Help develop HOT projects, including outreach to past and new sub-sponsors, working with sub-sponsors to plan, organize, and schedule projects for the team.
- Provide or arrange for skills and safety training for HOT, appropriate to their projects and duties.
- Schedule the HOT activities & duties.
- Track supplies and tools inventory.
- Make and maintain contact with HOT project sites and supervisors.
- Ensure that project sites have completed needed planning and preparation for projects, including providing supervision, direction, and supplies for projects.
- Support members for a positive and productive learning and service experience.

**AFHA other duties** may include:

Depending on time and funding available, Program Associate may also provide assistance with AFHA organization activities – this may include working with AFHA assigned AmeriCorps member, staff, and board as appropriate, on:

- Operations of and improvements to AFHA Appalachian Forest Discovery Center at the Darden Mill, including development of visitor center, exhibits, and gift shop functions. Will likely include some days keeping the facility open for visitors.
- Planning and implementing annual stakeholder meeting and summer volunteer recognition event.
- Consistent communications with stakeholders, partners, and the public through print & e-newsletters, Facebook, media, etc.
- Attend quarterly board meetings and help support AFHA Board.
- Assist with membership and development efforts, including grant-writing and mailings.
- Assist with advocacy efforts for National Heritage Area designation and/or to support AmeriCorps.
- Assist with other AFHA projects as assigned.

**To apply, please submit by email to [afha@appalachianforest.us](mailto:afha@appalachianforest.us):**

- Cover letter expressing why you are a good fit for the position.
  - What skills or experience do you have that will make you suitable for the duties of this position?
  - Please address your interest in AmeriCorps program duties and Hands On Team supervision separately. If you are only interested in one or the other position duties (likely part-time) please explain in cover letter.
  - What is your understanding of or background regarding AmeriCorps and National Service?
  - What is your understanding or background of participation in AFHA?
  - If you have current or future responsibilities that may impact your availability, start date, or hours you would be available for employment, please indicate that to us. We can have some flexibility for the right candidate.
- Resume
- Names and contact information (email & phone preferred) for 3 References
- Please use “Program Associate” in the header of your email.

Applications will be accepted until a suitable candidate is selected. Interviews may be conducted on a rolling basis. We hope to make selection by May for position to start mid-July, but we may either select sooner, or keep taking applications later, depending on applications received. Feel free to inquire about status of opening. Hiring for this position is dependent upon organization receipt of requested grant funding.

For more information or to submit application:

[afha@appalachianforest.us](mailto:afha@appalachianforest.us)

Phyllis Baxter, Executive Director

[phyllisb@appalachianforest.us](mailto:phyllisb@appalachianforest.us)

304-642-7427 (cell)

Logan Smith, Deputy Director

[logan@appalachianforest.us](mailto:logan@appalachianforest.us)

304-636-6182 (AFHA office)

Kyle Pajarito, Program Associate (finishing August 2018)

[kyle@appalachianforest.us](mailto:kyle@appalachianforest.us)