



National Park Service
U.S. Department of the Interior

Erie Canalway
National Heritage Corridor

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Position Opening: Project Manager

The Erie Canalway National Heritage Corridor has an opening for a multi-faceted position that includes project management, administration, and outreach duties to support the program's efforts to protect the Corridor's historic and distinctive sense of place and to encourage economic growth and heritage development that is balanced and self sustaining. The Project Manager reports to the Executive Director and the position can be somewhat tailored to the specific skills, background, and interests of the most qualified candidate.

Organization Background

The Erie Canalway National Heritage Corridor is one of 40 federally designated National Heritage Areas. Its mission is to help preserve and interpret the historical, natural, scenic, and recreational resources reflecting its national significance and to help foster revitalization of canal-side communities.

The Corridor stretches 524 miles across the full expanse of upstate New York. It encompasses the navigable waterways that make up the New York State Canal System, including the Erie, Cayuga-Seneca, Oswego, and Champlain Canals, as well as their historic alignments, and the 234 cities, towns, and villages that touch the canal system.

Duties

- Assist Executive Director with strategic planning, workplan development and reporting, budget tracking, cooperative agreement and contract administration, and overall office management responsibilities.
- Help to establish newly formed fundraising organization to support commission activities.
- Identify and pursue funding sources outside our annual federal appropriation (including leveraging existing federal, state, and nonprofit programs).
- Provide Commission liaison support and conduct outreach to key stakeholder groups, including Congressional Representatives, NYS legislators, and NYS agency representatives.
- Manage a variety of projects to advance Erie Canalway's Preservation and Management Plan. Projects may include: organizing and conducting workshops; identifying and developing guidelines, resources, and best practices on a variety of heritage development topics; and, depending on funding, administering a grants program to support communities and non-profit organizations throughout the Corridor.

Additional opportunities

This position also has the potential to incorporate other programmatic responsibilities depending on the amount of time available and on the background and interests of the candidate. Candidates with an interest and background in one of the following fields are encouraged to apply: Historic Preservation Planning, Economic Development, Community/Urban Planning, Recreation or transportation planning.

The Erie Canalway NHC would like to increase its capacity building assistance for communities in a number of heritage development related fields. Additional duties may include:

- Providing assistance to local communities, organizations, individuals, and elected officials in the areas of:
 - Historic and cultural resource preservation and planning;
 - Recreational and transportation planning;
 - Main Street revitalization and heritage development;
 - Innovative economic development strategies that are compatible with smart growth and historic preservation objectives.
- Identifying and applying for funding to support community preservation and heritage development work.

Skills/Experience

The ideal candidate is someone who thrives on challenges and is willing to learn new things, has a good work ethic and is a team player willing to help without being asked, understands the importance of a community-based approach to programmatic work and has:

- 3-5 years professional experience in program/project management in a heritage development related field
- Excellent communications skills
- Experience with budgeting, administration, and meeting/workshop organizing
- Proven ability to work both independently and in a team setting.
- Proficiency in general computer programs including word processing and spreadsheets

Favorable consideration given for knowledge of heritage development issues, experience in grant writing and administration, fundraising, nonprofit management, and experience in legislative/congressional relations.

Compensation/Work Environment

- Salary is commensurate with experience. This is a non-government position.
- Position is located at Erie Canalway headquarters in Waterford, New York. The Erie Canalway will also consider applicants who prefer to work off-site or at home for some agreed upon number of hours per week.
- Some travel required, primarily in New York State

Application Requirements

Qualified candidates should send a letter of interest and resume to erie_canal@nps.gov. A hard copy of the application with additional writing/work samples may also be sent or to Beth Sciumeca; Erie Canalway National Heritage Corridor; P.O. Box 219; Waterford, NY 12188. Inquiries may be sent by e-mail erie_canal@nps.gov. Please no phone calls. Additional information about the Erie Canalway National Heritage Corridor may be found at www.eriecanalway.org.

Closing Date: Applications must be received by **February 20, 2009**