



RIVER HERITAGE

CONSERVANCY

Recruiting Project Associate

River Heritage Conservancy, Inc. is a new non-profit created to develop and steward an unparalleled urban park for unparalleled communities along the North Shore of the Ohio River in the Louisville, KY region.

Position Summary

The Conservancy is now recruiting for an Associate to help RHC grow its capacity to execute its mission. The Associate is initially projected to work three days per week as the start-up organization's second employee. The position's responsibilities (and schedule) will grow with the company's growth. Unique for many part-time opportunities, a full benefit package is provided. Compensation will be competitive with larger non-profit organizations.

You Will

- Be a gateway for the River Heritage Conservancy team with regards to requests, scheduling, etc.
- Execute the coordination of record keeping, data management, accounting, and office administration functions of the organization
- Maintain the needs of the team's work environment – supplies, technology, communication
- Engage with members of the River Heritage team including board members, partner organizations, consultants, and donors
- Coordinate meetings and schedules for organizational work, as well as incoming guests and project partners
- Establish and maintain files and digital records relative to finance, community engagement, and other project needs.
- Help spearhead donor engagement programs as we begin building a constituency of supporters for the region's next great public park system
- Work most of the time in an indoor setting at the River Heritage Conservancy office in downtown Jeffersonville, Indiana

You Are

- A doer. A person that checks things off their list every day.
- A person with a commitment to details, details, details.
- A person who is flexible and able to adapt as the organization grows and changes
- A person that knows your way around office systems and processes to best serve the mission and intent of the organization
- A trusted adviser and guide who can engage team members and partners to deliver their best work for the organization
- A communicator and connector who share information fluidly and facilitates quality consistent dialogue and exchanges.
- Comfortable with change, dynamic growth, and new initiatives
- A passion for public parks, conservation, and outdoor recreation in the urban environment

Submit resumes electronically to Scott Martin – smartin@riverheritageconservancy.org.

The first review of the candidate pool will occur on December 20.