



Chestnut Hill Conservancy – JOIN OUR TEAM!

POSITION: OFFICE AND COMMUNICATIONS ASSISTANT

This is an exciting, opportunity to be part of a progressive local non-profit dedicated to history, preservation, and land conservation.

POSITION DESCRIPTION

The Chestnut Hill Conservancy seeks an Office and Communications Assistant to provide administrative support, update and maintain its website, compile e-communications, and post event listings to outside calendars and sites.

The Office and Communications Assistant is a **part-time position (21 hours/week)** at a rate of \$16-18/hour depending on experience.

BACKGROUND AND ABILITIES:

- 1-2 years of administrative experience in a professional setting
- Customer service or equivalent experience working directly with the public
- Detail oriented, with excellent organizational skills and the ability to follow-through
- Self-motivated with the ability to adapt to changing priorities
- Adaptable, flexible, "team player" and problem solver, with a sense of humor
- Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Experience with Wordpress or other content management systems
- Experience with Constant Contact or similar e-newsletter platforms
- Social Media experience, especially Facebook
- Graphic design skills and proficiency in Adobe Creative Suite a plus but not required
- Knowledge of HTML and CSS a plus but not required

ABOUT Chestnut Hill Conservancy

Founded in 1967, the Chestnut Hill Conservancy works collaboratively to preserve and educate about the unique architecture, open space, and social history of Chestnut Hill and surrounding communities. Through planning work, programs, exhibits, tours, and our Archives (with over 21,000 photographs, maps, records and more), Chestnut Hill Conservancy is dedicated to preserving and interpreting our region's heritage. An Accredited Land Trust, Chestnut Hill Conservancy also runs an innovative easement program to conserve open space and preserve historic properties, in conjunction with the Friends of the Wissahickon. See more at: www.CHConservancy.org.

TO APPLY

Please submit a cover letter and resume to Leah@CHConservancy.org.

Job will remain open until it is filled.