

**1/2/2012**

**Joshua's Tract Conservation and Historic Trust  
Conservation Coordinator, (8-10 hours per week) Job Description**

The primary responsibility is to work with the President in coordinating and supporting the work of committees and volunteers. Initially, this will involve learning how Joshua's Trust functions as an organization: office operations, budget process, and acquisition process.

Initially, the Coordinator will work in the office on Thursdays 12:00-3:00 pm, and at other times as needed. Such times include: field trips, committee meetings, annual meeting and board meetings. Some work can/must be done away from the office.

The Coordinator will report to the President, who will be responsible for evaluation and making a recommendation to the Board of Trustees about renewal of contract.

The President will consult with the Board, officers, and committee chairs to identify and prioritize specific projects, which the Coordinator will undertake. For example:

- \*participate in evaluating the desirability of an acquisition;
- \*create an acquisition file and ensure placement of required LTA documents;
- \*assist in preparing materials for Board of Trustees meetings.

Position Requirements: Masters in an appropriate field or equivalent experience, excellent communication and organizational skills, ability to multi-task, and an ability to grow into additional responsibilities.

Salary: Based on experience, \$25.00-40.00 per hour range.

Send cover letter and resume to Joshua's Trust, P.O. Box 4, Mansfield Center, CT 06250. Must be postmarked no later than January 31 2012.