



# PRESERVATION MARYLAND

**TITLE** The Campaign for Historic Trades Special Projects Associate

## **JOB DESCRIPTION**

The Special Projects Associate will support team members and a host of special projects in The Campaign for Historic Trades (CHT) by assisting with project management, supporting grant administration, overseeing special events and assisting the program director with projects, scheduling, and travel arrangements. The Special Projects Associate will coordinate The Campaign's programmatic work with Preservation Maryland, working in parallel with the broader organization and staff.

This is a full-time exempt, one-year term position that requires prior professional experience. Demonstrated practical experience in project management or nonprofit administration is preferred. Experience or interest in historic preservation, trades, or workforce development is a plus.

Preservation Maryland provides a generous benefits package including health insurance, retirement, vacations, paid family leave, holidays, and a flexible work schedule. Salary range is \$45,000 – \$52,000 commensurate with experience.

## **RESPONSIBILITIES**

- Support The Campaign's daily work and interactions with key staff and partners.
- Participate in CHT meetings, prepare agendas, take notes, and follow up on assigned tasks.
- Support and help arrange program director's travel, meetings, and scheduling, as necessary.
- Support programmatic grant reporting and administration.
- Manage special, unique projects – including (but not limited to) planning of special events, tours of active projects sites, coordination around apprenticeship registration, grant-funded purchases of equipment, publication creation, etc.
- Research related to current and prospective corporate and foundation partners.
- Assist with clerical duties, including but not limited to:
  - a. responding to phone calls, meeting requests/invitations, and emails;
  - b. ongoing updating of department's organizational Dashboard and Work Plan with the Director of Historic Trades; and
  - c. helping maintain and update public-facing platforms (website, social, etc.) with the Director of Communications and Director of Historic Trades.

- Other duties and collaboration with staff as necessary.

### **TO APPLY**

Send a cover letter summarizing your professional skills, relevant work experience, and interest in the preservation of Maryland history along with your resume to [submit@presmd.org](mailto:submit@presmd.org) with the subject line *Special Projects Associate*.

Selected candidates will be contacted by Preservation Maryland to set up an interview. No phone calls, please.

Preservation Maryland is an inclusive workplace that affirmatively values diversity in all its forms. We strongly encourage all qualified candidates to apply.

### **ABOUT PRESERVATION MARYLAND AND THE CAMPAIGN FOR HISTORIC TRADES**

The organization serves as the philanthropic partner of the National Park Service's Historic Preservation Training Center. This partnership, operating as a program called The Campaign for Historic Trades, allows the organization to support the advancement of historic trades training which can open pathways to successful careers for young adults and recent veterans. The Campaign for Historic Trades, a program of Preservation Maryland in partnership with National Park Service's Historic Preservation Training Center, is a national workforce development initiative working to address the systemic barriers to historic preservation trades training and to grow the trades workforce.

Founded in 1931, Preservation Maryland has been a leader in the preservation movement of the state and nation ever since. The organization's mission is the preservation of Maryland's historic buildings, neighborhoods, landscapes and archeological sites through outreach, funding, property redevelopment, advocacy, and workforce development.

Preservation Maryland achieves its mission through an expanding group of core programs. The organization provides leadership to a large coalition of individuals and organizations at the state, county, city, and community level that advocate for critical causes. The organization's podcast reaches tens of thousands of listeners annually and has produced over 250 episodes since its launch. Additionally, the organization hosts more than a dozen events, large and small, which provide training, award recognition, and professional development to historic communities and their leaders.

Preservation Maryland also leads Smart Growth Maryland, a dynamic program which advocates for state and local policy priorities that directs new public and private investment in keeping with the principles of smart growth. The organization partners with Maryland's leading historic preservation, environmental conservation, and land preservation organizations to help achieve this mission.

The organization makes flexible grants to support the preservation of Maryland history and historic properties in partnership with local nonprofit organizations, community groups and churches. A historic property redevelopment program allows the organization to take direct action to protect threatened historic properties through acquisition, loans, and partnerships.