

Historic Preservation Program Manager



The Historic Preservation Program Manager manages Northern Bedrock AmeriCorps projects and crews. With the staff team, this position assesses, scopes and executes historic preservation service projects. This position monitors the quality of the preservation work and project documentation. In addition, this position manages the Halfway Ranger Station Historic District (HRSHD) preservation plan and associated activities. This is a full-time, exempt position reporting to the Executive Director.

Position Responsibilities

Corpsmember Experience Management (25%)

- Assist with recruiting and onboarding corpsmembers.
- Maintain and manage corpsmember handbooks, manuals, and field procedures.
- Supervise and mentor corpsmembers and guide the overall corpsmember experience.
- Identify and recommend technical specialists as appropriate to ensure quality mentoring is provided for all projects.
- Review corpsmembers' performance on an ongoing basis and address any issues with appropriate staff.
- Maintain consistent and effective communication with all NBHPC team members.

Historic Preservation Service Project Support (40%)

- Identify, initiate and develop potential historic preservation service projects with all staff.
- Coordinate with staff and technical specialists to assess projects and create manageable scopes of work, including equipment and materials lists.
- Ensure projects are accomplished in a safe, high quality and efficient manner while complying with NBHPC procedures, AmeriCorps policies and section 106 standards.
- Work with NBHPC team to implement a process for tool distribution, tracking and storage.
- Effectively communicate schedules, daily plans, tasks and responsibilities to staff and corpsmembers.
- Document, coordinate and generate project information and data for reporting and project management.
- Serve as organizational representative/ambassador to the public when interacting with volunteers, community members, technical specialists, project hosts and the media.

Training and Risk Management (15%)

- Manage and conduct corpsmember orientation and training with the support of all staff.
- Share technical knowledge as needed and manage a training resource library.
- Contribute to a safety centered culture by teaching, modeling and enforcing proper risk management procedures.
- Initiate appropriate and timely incident investigations and complete incident report paperwork, including safety violations.

- Implement remedial actions and continuous improvement steps as necessary to increase safety, efficiency and effectiveness of crews.

Halfway Ranger Station Historic District (20%)

- Develop and manage the Halfway Ranger Station Adaptive-Reuse Plan in coordination with the US Forest Service, SHPO and the Board.
- Identify potential partners and conduct outreach to local community members and organizations.
- Create scopes of work for Halfway Ranger Station crew projects.
- Assist in identifying and securing grant funding and site support.

Additional responsibilities may be assigned as necessary.

Qualifications

Required:

- BA/BS in relevant field (history, preservation, architecture, archaeology, etc.).
- Historic preservation trades skills knowledge, including education and/or experience applying Secretary of Interior Standards.
- Valid driver's license and ability to pass criminal background and motor vehicle record check: No major moving violations or DUI's in the past five years, no positive hits on the NSOPW, and no history of violent or sexual offenses.
- Office in Duluth, MN and use of a personal vehicle for statewide travel.
- Excellent written and verbal communication skills.
- Organizational, time management and planning skills.
- Teamwork and leadership skills.
- Attention to detail.
- Ability to mentor and teach young adults in job and life skills development.
- Genuine commitment to respecting the ideas and intelligence of young adults and an ability to relate to and support a diverse group of people.
- Experience working in outdoor environments in all weather conditions and terrain types.
- Strong awareness of workplace safety and risk management strategies.
- Previous project management experience, including managing others.
- Ability to be flexible working in a fast-paced, changing environment.

Preferred:

- MA/MS or other advanced degree in relevant field and/or significant hands-on experience in historic preservation techniques and project management.
- Familiarity with and appreciation for Minnesota's historic preservation efforts, culture and places.
- Demonstrated experience in AmeriCorps, National Service programs and/or non-profit program management or closely related experience, including young adult supervision and programming.
- Fleet management (vans and trailers) and equipment tracking experience.
- Understanding of basic carpentry, construction and masonry tool use, safety and maintenance.
- Proficiency in Google Suite (docs, sheets, forms) and MacOS.

Northern Bedrock is an equal opportunity employer and offers all persons the benefit of participating in its programs and employment regardless of race, color, creed, religion, national

origin, sex, marital status, familial status, public assistance, age, disability, sexual orientation, and/or membership in local human rights activities.

To Apply: Please send cover letter and resume to admin@northernbedrockcorps.org. The position will remain open until filled, with the selection processes beginning in October.