

Preserve Rhode Island Job Description

Title: Program and Property Coordinator

Summary: The Program and Property Coordinator will assist in administering several Preserve Rhode Island (PRI) programs, including preservation easements, revolving fund projects, preservation advocacy, grants and special projects. He/she will also assist with PRI property management and building stewardship services.

Roles and Responsibilities: The Program and Property Coordinator reports to the Property and Program Manager. The coordinator assists many PRI initiatives and supports different work teams. This entry level position provides support to PRI's full array of statewide preservation nonprofit programming.

Primary Responsibilities:

Program Administration:

- Track and monitor PRI preservation easements. Conduct research and produce baseline documentation for new preservation easements.
- Maintain and update the Community Preservation Response database and assist with community outreach projects.
- Assist with revolving fund projects, including work scopes, bid documents, scheduling, and communications.
- Assist with PRI historic preservation grant program, including processing/reviewing applications, scheduling and conducting site visits, monitoring grant projects and submitting final reports.
- Help coordinate PRI's annual Preservation Awards program, assisting with logistics and awardee communications.
- Support special projects, such as PRI's stonewall preservation program, including helping to organize volunteer programs.
- Assist Communications Coordinator and Development Director with developing communications materials.

Property Administration:

- Assist with managing PRI rental units, including tenant turnover, advertising and lease renewals.
- Assist with developing annual maintenance plans for PRI-owned properties.
- Maintain properties calendar and assist with scheduling vendor maintenance services for PRI properties and Stewardship Services properties.
- Support the Program and Property Manager for building security and emergency responses.
- Assist Program and Property Manager on other projects as needed.

Job qualifications and professional skills:

- BA in historic preservation or related field preferred, experience with historic buildings a plus.
- Excellent people skills with peers, supervisors, trustees, vendors, tenants, and clients.
- Excellent organization and time management skills.
- Competence in Adobe Acrobat and Microsoft Word, Excel, Access and Outlook.
- Experience with InDesign, Photoshop, website design and social media platforms preferred.
- Photography skills preferred
- Ability to plan and execute projects with only general guidance.
- Ability to manage many projects at once, within time and financial budgets.
- High degree of initiative and maturity of judgment.
- Proven ability in both written and verbal communications.
- Must have valid driver's license.
- Must be able to lift at least 50 pounds.

Salary range is \$38,000 - \$42,000 and PRI offers a competitive benefits package.

Interested applicants should send a resume and cover letter to jobs@preserveri.org by **5:00 PM on Friday, December 6, 2019** (no phone calls please). Cover letters should include a description of why the applicant would like to work for Preserve Rhode Island. Information on our programs can be found at <https://www.preserveri.org/>.