

Natural Heritage Trust Employment Announcement

Title:	Historic Preservation Communications Specialist
Agency:	Natural Heritage Trust
Agency Assignment:	NYS Office of Parks, Recreation and Historic Preservation
Location:	Peebles Island
Compensation:	\$62,500 and benefits package
Work Schedule:	Full time, 37.5 hours; Monday-Friday

Organizational Backgrounds

The Natural Heritage Trust (NHT) is a New York State public benefit corporation. Established in 1968, the NHT's mission is to receive and administer gifts, grants and other funds to further public programs for parks, conservation and historic preservation purposes of the State of New York. The NHT is governed by a four-member Board of Directors comprised of the Commissioner of the Office of Parks, Recreation and Historic Preservation, the Chair of the State Council of Parks, the Commissioner of the Department of Environmental Conservation, and the Secretary of State.

The Office of Parks, Recreation and Historic Preservation (OPRHP) is a state agency within the New York State Executive Branch that is responsible for the care and management over 215 Parks and Historic Sites. Collectively, these public facilities provide both residents and visitors access to natural, historic and scenic resources with opportunities for outdoor recreation and places to learn about New York's rich cultural heritage.

The Community Affairs Unit (CAU) is part of the Community Preservation Bureau of the Division for Historic Preservation. The CAU works to amplify awareness of the Division for Historic Preservation within and beyond the Office of Parks, Recreation and Historic Preservation. This includes activating agency initiatives, supporting special events and programs, providing guidance and training for staff and volunteers, and helping with outreach efforts.

The selected candidate for this position will be an employee of the NHT with work conducted under the supervision of OPRHP Community Preservation/DHP.

Description of Duties

The Historic Preservation Communications Specialist will assist and provide support for several DHP and agency wide projects as a writer, researcher and first line of communication. The HPCS will also boost agency initiatives, support special events and programs, provide guidance and training for staff and volunteers, and help with outreach efforts.

Specific Duties:

The duties of the Historic Preservation Communications Specialist include:

- Serve as coordinator of the Historic Business Preservation Registry including:
 - responding to inquiries from legislators and business owners
 - managing DocuSign nominations
 - preparing business history summaries and visuals
 - managing certificate and decal mailings with support staff

- quarterly updates to interactive registry map
- arranging for agency-representation at public certificate events (when requested by legislators).
- Create content for the Preservation Switchboard Newsletter and agency blog.
- Provide support for the Interpretive Programs Fund and Our Whole History initiatives.
- Assist with the planning and organizing of major agency events and meetings including the annual HP Awards, the NYS Historic Sites Meeting, Rev War 250th anniversary, Gradual Manumission anniversary, NYS Review Board, and other public events.
- Prepare materials for the yearly Historic Preservation Fund (HPF) Congressional Advocacy event.
- Identify incoming Historic Business Registry, People’s History, and National Register nominations that highlight underserved communities for mention in other Parks media outlets.
- Prepare presentations, talking points, and internal agency communications themed around historic preservation for agency leaders.
- Update agency public and internal documents.
- Assist in preservation-related public outreach on special initiatives, such as Historic Tax Credit Program, Cultural Resource Information System (CRIS), and various DHP policy and program matters.
- Under the guidance of Public Affairs, liaison with New York Governor’s office on Governor press releases, events, media inquiries and initiatives related to the agency’s Division of Historic Preservation portfolio.

Qualifications

Required:

- Bachelor’s degree in Communications, Public Relations, History, Museum Studies, Public History, or Historic Preservation or relevant preservation or communications field required; Master’s degree preferred. Candidates must also have excellent writing/communications, and research skills, experience educating the public, and experience in event planning. Candidate should be well versed in Microsoft Suite, social media platforms, and email delivery platforms.

Preferred:

- An interest in historic preservation, history, and historic sites is preferred.

Additional Comments

NHT is committed to building and encouraging an inclusive workplace that strives for respect and promotes and values diversity. We believe that organizations that are diverse in age, gender identity, race, sexual orientation, physical or mental ability, ethnicity, and perspective, or any other trait that makes an individual unique, are proven to be better organizations. Please consider joining the team as we work together to build a welcoming workplace where employees recognize their unique characteristics, skills, and experiences are respected, valued, and celebrated.

To support our employees, NHT provides a generous benefits package similar to what is offered to New York State employees. Our total compensation package includes, but is not limited to, leave benefits (14 paid holidays as well as paid vacation, sick, and personal leave); a comprehensive health insurance program including medical, prescription drug, dental, and vision plans; and membership in the NYS Employees Retirement System. Additionally, employees may be eligible for partial remote work schedules.

How to Apply

Applicants must submit a resume, cover letter, and writing sample via email: cordell.reaves@parks.ny.gov

Deadline: COB, November 15, 2024

Contact: Cordell Reaves
NYS Office of Parks, Recreation and Historic Preservation
cordell.reaves@parks.ny.gov

It is the policy of the State of New York and NHT to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service, member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception. The NHT is an equal opportunity/affirmative action employer.

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide their current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 474-6988 or via email at info@oer.ny.gov.