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[www.kawarthaheritage.org](http://www.kawarthaheritage.org)

## Job Posting - Program Manager

**Position:** 1 year contract with potential for extension

**Salary:** Negotiable

The Kawartha Heritage Conservancy (KHC) is a non-government, not-for-profit community-based charity established in 2001. KHC is dedicated to the mission of protecting and enhancing the natural and cultural heritage features of the Kawarthas. The organization is governed by a Board of Directors, receives financial support via charitable foundations, government and the public, with community support through membership and volunteers. The conservancy focuses on land donations and conservation easements, conducts community-based research, as well as acting as a mapping and information clearinghouse for digitally-based (GIS), natural and cultural heritage data.

### Roles and Responsibilities:

Reporting to the Executive Director with assistance from Steering committees populated by Board of Directors and community partners, the Program Manager will be responsible for completing a variety of tasks including the following:

- ❖ Synthesizing and developing a cultural heritage inventory;
- ❖ Completing research, including oral history interviews and analyzing data;
- ❖ Networking, data-sharing and outreach with heritage organizations and other stakeholders;
- ❖ Developing multi-media forms, presentations and submissions to policy makers and stakeholder groups;
- ❖ Assisting in or facilitating workshops/materials in support of new and sustainable agriculture trends and programs;

### Qualifications and Experience

- ❖ Experience in program/project management preferably in the environmental/cultural heritage field
- ❖ A degree or experience in cultural heritage, environmental, planning, sustainable farming practices or related disciplines
- ❖ Research, report writing and interviewing skills
- ❖ Communication skills : oral, written, media, presentation and interpersonal
- ❖ Interest in cultural and natural heritage conservation and management in the Kawarthas
- ❖ Experience in a not-for-profit, environmental or cultural heritage organization is an asset

### Notes

- ❖ Moderate flexibility regarding working time and location required and afforded.
- ❖ Driver's license and use of personal vehicle required

**Job region:** Peterborough and the Kawarthas **Location:** 416 Chambers Street, Peterborough

**Deadline: March 8<sup>th</sup>, 2010** - Please send cover letter and resume in one file to **Chair, Board of Directors**, c/o [director@kawarthaheritage.org](mailto:director@kawarthaheritage.org) (No Phone Enquiries Please)