

PROJECT COORDINATOR

Organization Overview and Project Overview

The National Alliance of Preservation Commissions (NAPC) was founded in 1983 to provide a forum for local preservation commission members and municipal staff to address concerns and to serve as a national voice representing the needs of commissions. Its mission is to build strong local preservation programs through education, advocacy, and training.

Project Coordinator Contract Position Overview

The Project Coordinator will assist the Executive Director of the National Alliance of Preservation Commissions (NAPC) in the management of a Community Disaster Planning Task Agreement, executed with the National Park Service (NPS). The objective of this Task Agreement is to advance historic preservation at the local level and to strengthen local communities and historic preservation commissions' abilities to respond to and preserve cultural resources in the face of natural disasters. The work to be completed under the umbrella of this Task Agreement includes the development of a disaster response module for the CRSurveyor digital survey application; the deployment of the CRSurveyor app to the states and tribes (up to 9) affected by HIM (Harvey, Irma, Maria Hurricanes). A Community Disaster Planning Module will also be developed by NAPC in consultation with NPS and subsequently conduct Community Disaster Planning Trainings in the States, Tribes, and territories affected by the HIM disasters (up to 12), and the development of a model Disaster Ordinance.

- While the hours are flexible, the Project Coordinator will need to be available during daytime hours for regular conference calls and planning sessions
- **This position could be a remote work experience. The Project Coordinator must have reliable access to the internet and video calls. Limited travel may be required.**

Duties of the Project Coordinator will include but not be limited to the following

- Assist in the coordination and execution of contracts with partners and consultants relating to the Task Agreement
- Ensure benchmarks of the contracts are being met by consultants and the deployment and training site hosts
- Track the progress of the CR Surveyor app deployments to the various states and tribes included in the task agreement and coordinate with consultants
- Manage workflow appropriately to meet project deadlines
- Close-out and ensure tasks have been completed
- Assist in the financial tracking and all subsequent monthly, quarterly and project-end reporting for the Task Agreement
- Other duties as assigned

Qualifications

- Previous grant management and project tracking experience
- Proven independent project coordination and ability to meet deadlines
- Requires an organized, highly motivated individual who can work effectively on multiple projects at once
- An interest in historic resources and disaster management planning
- Familiarity the ArcGIS platform helpful

Timeline and Compensation

This position will begin September 16, 2019 and run through February 1, 2021
Compensation will be \$1,200 per month.

Please send letter of intent and resume to Stephanie Paul, Executive Director, NAPC at stephanie@napcommissions.org by August 26, 2019.