Seeking Field Service Representative for The Preservation Trust of Vermont

The Preservation Trust of Vermont (PTV) builds community through the preservation of historic buildings and the revitalization of Vermont’s villages and downtowns.

PTV is seeking a Field Service Representative to help achieve this mission by working closely with Vermonters on a wide range of historic preservation and community development projects. The Field Service Representative provides field-based technical assistance on historic preservation best practices; supports community-led efforts by providing advice, education, encouragement, and connections to other resource providers; and promotes and administers PTV grant programs. The ideal candidate will have a strong technical background in historic preservation principles and construction, good understanding of community and economic development, the ability to work independently and as part of a team, and solid administrative skills.

Duties:

Technical Assistance
- Respond to inquiries and conduct site visits throughout Vermont to support historic preservation and community revitalization projects.
- Provide appropriate guidance on preservation practices and technologies, including those related to accessibility and energy efficiency.
- Facilitate PTV’s seed grant funding program to support preservation and community revitalization projects.
- Assist in easement stewardship, documentation and reviews as needed.

Community Support
- Convene community members and resource providers as needed to support historic preservation and community revitalization projects.
- Counsel community groups on planning strategies to help them achieve their goals.
- Organize and/or participate in PTV preservation retreats on-line and at the Grand Isle Lake House.
- Participate in community development initiatives as needed.
- Organize and/or participate in relevant meetings, trainings and conferences.

Grant Promotion and Administration
- Build a pipeline of preservation and community revitalization projects that will benefit from PTV grant programs.
- Work with project leaders to develop complete and competitive applications for PTV funding.
- Participate in grant application review, selection and administration as needed.
- Work to develop PTV requests for funding as needed.
Special Projects
- Support and/or manage special projects as they arise.

Qualifications:
- Excellent understanding of historic preservation practices including a strong working knowledge of the Secretary of the Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings.
- Good understanding of community development best practices.
- Broad awareness of state, federal, and philanthropic resources.
- Ability to develop, collaborate with, maintain, and strengthen relationships with partner organizations.
- Ability to effectively track and share project information and administer grant programs.
- Ability to work positively and cohesively within a team environment while independently managing one’s own duties and responsibilities.
- Ability to communicate effectively and maturely.

Educational and/or Professional Requirements:
- BA/BS/MA/MS in Historic Preservation or closely related fields.
- Minimum of five years professional experience in historic preservation, construction, building rehabilitation, or architecture.
- Technical preservation background and building systems knowledge desired.
- Valid driver's license.

Work Environment:
This is a full-time position with some evenings and weekends. The position is home-office based when not working in the field. Regular in-state travel is required as well as attendance at regular staff and board meetings.

Compensation:
Starting salary is $57,000, based on skills and experience, for this 40-hour per week position. Compensation package includes vacation time and retirement contribution to retirement.

To Apply:
Send resume and cover letter to Ben Doyle at ben@ptvermont.org. Application Deadline: March 15, 2022.

The Preservation Trust of Vermont is a 501(c)3 status non-profit and an Equal Opportunity Provider.