

Field Representative

This is a full time position that represents the strategic resources of both the Preservation Alliance of West Virginia and the National Trust for Historic Preservation. The position is funded in part by a grant by the National Trust for Historic Preservation and the Robert Wilson Challenge and is matched by PAWV efforts. The field representative reports to the Executive Director and works closely with fellow staff members and the Southern Field Officer for the National Trust. This position is intended to be a resource for local communities to support preservation of at-risk properties identified on PAWV's Endangered Properties List. The field representative will help to empower local advocates by providing strategic thinking, resources and solutions.

As PAWV's liaison with endangered property owners and stakeholders, the role of the field representative will be representing the organization and being well versed in what resources are available, who potential partners may be, and how each can participate in developing successful outcomes.

Minimum qualifications:

- Bachelor's degree in historic preservation, design, planning or other related field required; master's degree and/or three or more years experience is preferred. Commensurate experience considered in lieu of degree/s.
- Must be literate in Microsoft programs and possess excellent communication skills.
- Must have a valid driver's license and dependable transportation and be willing to travel throughout West Virginia.

Candidates should have experience with or working knowledge of the following:

- Roles of the State Historic Preservation Office, the National Trust for Historic Preservation and Preservation Alliance of West Virginia in local preservation issues
- National Register process
- Federal and State Historic Tax Credits
- Federal and State grant programs
- Geography of West Virginia
- Conflict resolution
- Ability to understand maps and technical drawings and specifications

Duties of the position include the following:

- Respond to inquiries and collect information, work to assess the situation and understand the threat, communicate findings to executive director and committee chair.
- Conduct field visits to confer with and advise endangered property owners.
- Work with Preservation Alliance of West Virginia's executive director and endangered properties committee and community partners to recommend the best course of action.
- Create periodic written reports and keep all parties informed of progress.
- Understand the applicability of available resources (grants, regulatory protections, other forms of technical assistance, etc.).
- Brainstorm specific feasible solutions (design alternatives, funding, tax credits, etc.).
- In consultation with the executive director, determine whether PAWV itself should intervene in local issues.
- Consult with the SHPO, NTHP and other partners to determine their possible roles in the solution and assist in the formation of local or regional alliances.
- Represent PAWV with stakeholders and decision makers as needed.
- Persuade decision-makers, property owners, and other interested parties to adopt preservation-minded solutions.
- Distill and analyze lessons learned and case studies for dissemination by PAWV.
- Perform other duties as required by the position or as assigned by the supervisor.