

# FRANCIS SMALL HERITAGE TRUST

## POSITION DESCRIPTION: Community Liaison Coordinator (CLC)

### Project Overview:

Francis Small Heritage Trust (FSHT) is an all-volunteer land trust serving northern York, southern Oxford, and western Cumberland counties. With support from the Quimby Family Foundation, we are launching a 20-week initiative to ensure our conserved lands are used equitably, safely, and welcomingly for all members of our community, specifically targeting those least likely to visit our trail systems.

### Primary Duties:

- **Outreach & Relationship Building:** Identify and develop trusted relationships with regional organizations serving elders, indigenous peoples, BIPOC, LGBTQ+ individuals, immigrant groups, and people with disabilities.
- **Facilitated Access:** Act as a bridge and "trusted face" to guide groups during special events and initial trail visits.
- **Stewardship Support:** Conduct periodic light monitoring of trail conditions and boundaries during site visits to ensure public areas remain safe and accessible.
- **Reporting & Documentation:** Maintain a weekly log of outreach activities and community feedback. Provide a monthly summary report to the Board of Directors.

### Skills, Knowledge, and Abilities:

- **Cultural Competency:** Proven ability to meaningfully connect with marginalized groups and an understanding of the specific safety/security concerns faced by those who have experienced social discrimination.
- **Communication:** Strong verbal and written skills; must be comfortable making professional presentations about the FSHT mission and facilitating supportive Q&A sessions.
- **Technical Proficiency:** Adequate skills in word processing, spreadsheets (Excel/Sheets), and email to track data, manage outreach lists, and create professional reports.
- **Independent Judgment:** Ability to work professionally without direct daily supervision while knowing when to escalate complex issues to the Board supervisor.

### Logistics & Compensation:

- **Type:** Independent Contractor
- **Term:** 20 weeks (June 1st – October 31st, 2026)
- **Hours:** 20 hours per week (Flexible schedule, including some weekends)
- **Rate:** \$25.00 per hour