

Finance

General financial oversight for EVA. Manages bank account, donations, expenses and other related duties. Periodically provide updates on available funds and coordinate with EVA Officers to determine fundraising needs. Provide basic financial analysis of proposals or development plans from time to time, if comfortable. If CPA, file EVA taxes annually.

Requirements: Accounting and/or finance background. Great with numbers and can proficiently use excel and balance a checkbook.

Communications

Facebook & Email – Manage public relations, information output, press releases and media requests, social media and/or advertising efforts. Create posts and emails based on various EVA topics ranging from updates to mobilizing. Posts and emails should generate interest in EVA mission and activities. Monitor and respond to EVA FB posts and email as appropriate.

Requirements: Written communications experience or proficiency.

Media/Graphics

Graphics – Design appealing graphics for EVA incorporating our rural theme for use on EVA website, FB, fundraising or other media.

Website & FB – Update and maintain EVA website and EVA FB group. Post township meetings in EVA FB. Coordinate with communications.

Requirements: Media/Graphics experience or proficiency in media or in graphics.

Environmental

Review and analysis of various proposals and development plans. Works closely with Land Preservation and Zoning/Planning. Provides analysis to various EVA subgroups as needed. Work with local and regional conservancies and preservation organizations in support of our mission and education initiatives. May assist with educational initiatives and environmental outreach.

Preferences: Environmental background or strong interest in learning from others with an environmental background. Chester County offers training on this subject and interested members can attend and learn as they have time.

Zoning/Planning

Review and analysis of various proposals and development plans. Works closely with Environmental and Land Preservation. Provides analysis to various EVA subgroups as needed. May assist with educational initiatives and outreach efforts.

Preferences: Zoning or Planning background or strong interest in learning from others with a zoning/planning background. Chester County offers training on this subject and interested members can attend and learn as they have time.

Land Preservation

Review and analysis of various proposals and development plans. Works closely with Environmental and Zoning/Planning. Provides analysis to various EVA subgroups as needed. Work with local and regional conservancies and preservation organizations in support of our mission and education initiatives. May assist with educational initiatives and outreach efforts. Assists with land preservation plans.

Preferences: Strong interest in learning from others with a land preservation background. Land preservation experience would be a great asset. However, Chester County offers training on this subject and interested members can attend and learn as they have time.

Outreach

Assist with EVA outreach such as flyer distribution, post card mailings, interaction with residents and possibly education about EVA and mission-driven topics.

Preferences: Strong interest in community activism and support of EVA.