



6 Main Street Ext.  
Suite 613  
Plymouth, MA 02360  
(617)723-3383

## Historic Preservation Policy Associate

**Job Type:** Temporary (12 Months), Full Time, Hybrid (Plymouth, MA)

### About Us

Preservation Massachusetts (PM) is a statewide historic preservation education and advocacy organization dedicated to preserving the Commonwealth's historic and cultural heritage. We work with everyone from individuals to organizations and businesses striving to revitalize their communities, historic buildings and landscapes through preservation while making a real economic impact, creating jobs and investing in our existing resources to enhance our collective quality of life.

### Key Job Responsibilities:

The Policy Associate will serve as the point person on policy related to historic preservation in communities across Massachusetts. The Historic Preservation Policy Associate will assist in the development and implementation of PM's policy agenda, help staff and facilitate PM's policy committee, and represent PM externally through engagement with legislators, policy makers, advocates, and the public. The Historic Preservation Policy Associate reports to PM's Executive Director.

### Specific Responsibilities:

- *Assist with the development and implementation of PM's public policy agenda.*
  - Work with the Executive Director on the development of legislative, budgetary and regulatory priorities, with a focus on historic preservation.
  - Analyze legislation and other policy proposals, and make recommendations regarding PM's response.
  - Execute legislative, budgetary, and regulatory advocacy strategies.
  - Communicate and advocate with legislators, state administration officials, and their staff.
  - Draft and present testimony at legislative and regulatory hearings.
  - Monitor federal historic preservation policy and identify opportunities for PM's engagement.
- *Inform PM's policy committee and the historic preservation coalition.*
  - Facilitate the policy committee and provide updates to the coalition.
  - Work with committee and coalition chairs to develop overarching priorities and meeting agendas.
  - Engage with PM member organizations to ensure broad representation of stakeholders at committee and coalition meetings.

- *Represent PM externally.*
  - Participate as a PM representative on external coalitions related to landscapes, landmarks, and buildings.
  - Present at policy forums and community meetings.
  - Contribute to PM's website, reports, and other communications materials.
  - Engage and mobilize PM members and advocacy partners on priority preservation policy issues.

**Qualifications:**

- 5-7 years of experience in public policy advocacy.
- An avid dedication to the revitalization of communities, historic buildings and landscapes through preservation.
- Focused on making a tangible economic impact, creating jobs and investing in existing resources to enhance our collective quality of life.
- Knowledge of Massachusetts preservation grant programs, state and federal historic preservation and preservation tax credit policy.
- Knowledge of the Massachusetts legislative process.
- Experience leading or working with and through coalitions.
- Ability and desire to work with diverse stakeholders.
- Strong communication skills, including written and oral.
- Ability to multitask and balance competing priorities.

**Salary:**

The salary range is \$70,000-\$75,000, based on experience. PM also provides vacation and sick time, and offers health insurance.

**Application Instruction**

Candidates of diverse backgrounds are encouraged to apply. Please submit a cover letter and resume to PM's Executive Director, Jessica Rudden-Dube at [jruddendube@preservationmass.org](mailto:jruddendube@preservationmass.org).

PM will prioritize applications received by January 24, 2025.

*PM is an equal-opportunity employer.*

*This job description is intended as a general overview of the position and does not represent all responsibilities and/or tasks that may be required for professional success in the position.*