



Conservation Assistant

Reports to: Executive Director
Job Status: Full-time Non-exempt (40 hours/week)
Compensation: \$14-16/hour with full benefits

Mission: Jefferson Land Trust is a local, grassroots, non-profit, land conservation organization dedicated to preserving the rural character and iconic landscapes of Jefferson County. With a mission of "helping the community preserve open space, working lands, and habitat forever", we preserve wildlife habitat, and working farms and forests for the benefit of people and wildlife. With the support of our local community, over 16,000 acres of Jefferson County's most important places have been protected to date.

Position Summary: The Conservation Assistant works closely with and supports the staff and volunteers of Jefferson Land Trust in the implementation of the strategic Conservation Plan by providing support to a variety of land and water conservation initiatives. The Conservation Assistant performs field stewardship, grant writing and management, project data management, volunteer coordination, and public outreach and education activities. The Conservation Assistant is responsible for conservation project support, stewardship program administration support, implementing stewardship priorities and plans of action, and conducting on-the-ground monitoring and restoration.

Essential functions:

Conservation Project Support – 50%

- Assist Director of Conservation and Strategic Partnerships with project grant development and administration, and other aspects of conservation project development, including materials development, landowner communications, partner coordination and communications, and other fundraising, as directed.
- Assist Director of Conservation and Strategic Partnerships with general conservation program administration support as directed, including partner and community communications, conservation planning, and participating in conservation projects committee meetings.

Stewardship Support – 50%

- Support Conservation Easement stewardship as directed
- Support Preserve stewardship as directed
- Accomplish a variety of land stewardship actions including but not limited to invasive weed removal, restoration project maintenance, trail decommissioning, and tool maintenance
- Act as co-monitor of easements or Preserves with other staff and/or volunteers
- Conduct community-based volunteer stewardship and restoration activities as directed
- Represent Jefferson Land Trust to Preserve visitors and neighbors
- Co-manage internal GIS, and produce maps related to land trust holdings, conservation planning, and stewardship

- Write stewardship related reports, such as Annual Monitoring Reports, Baseline Conditions Reports, Stewardship Plans, and Stewardship Action Reports.
- Document monitoring visits and actions accomplished using GPS, GIS, and PDF report format
- Support implementation of K-12 environmental education program and other community outreach work on the land

Other Duties:

- Participate in community outreach events and funding events as needed
- Other conservation program and administrative duties assigned by supervisor
- Other duties as assigned by supervisor

Qualifications:

- Valid Driver's license
- Fluency with MS Office programs
- Preferred: first aid training, experience with GIS, GPS skills

Core Competencies:

- Ability to work independently in the field while demonstrating a strong work ethic and safety common sense
- Ability to lead a team of staff and/or community volunteers in the field
- Ability to meet and work with new people
- Ability to act as a leader and uphold high ethical standards
- Excellent communication skills
- Excellent attention to detail
- Excellent document preparation, reporting and record keeping skills
- Willingness to learn new skills

Physical Requirements:

- Physically able to conduct demanding field work and traverse occasionally rough terrain in a variety of weather conditions
- Ability to lift 20-40 pounds
- Ability to climb over brush, logs, fences, creeks, and other obstacles on protected properties

This is a full-time, hourly position that reports to the Executive Director. The Land Trust is an equal opportunity employer. We offer a competitive benefits package, including health and disability insurance, retirement contribution matching program, and paid time off.

To apply: Submit a resume, references and cover letter by email titled "Conservation Assistant Job Application" by 1/13/2019 to jobs@saveland.org.