



Position Announcement

Seeking Stewardship Assistant - South

Organizational Information: Landmark Conservancy is an independent, non-profit organization dedicated to the permanent protection, stewardship, and respectful use of lands that define the character of northwestern Wisconsin and its quality of life. Founded in 2018 as a result of the merger of West Wisconsin Land Trust and Bayfield Regional Conservancy, Landmark acquires and stewards land and conservation easements that encompass some of the region's favorite natural, scenic and recreational assets. Landmark Conservancy has protected over 38,000 acres in the region and currently owns over 2,500 acres. Landmark Conservancy is an accredited organization by the Land Trust Accreditation Commission, indicating that Landmark has demonstrated sound finances, ethical conduct, responsible governance, and lasting stewardship of the organization's conserved lands.

Position Summary: Landmark Conservancy seeks a compassionate, skilled, dynamic individual to join our team as a stewardship assistant. The Stewardship Assistant assists Landmark's conservation team in stewarding Landmark's southern suite of conservation properties and initiatives. Working independently and collaboratively with staff and partners, the stewardship assistant manages Landmark's fee-owned lands and annually monitors conservation easement properties. This position meets frequently with private conservation easement landowners and public partners to ensure compliance and enhance conservation values and public opportunities. Duties are performed in both the field and in an office setting. Extensive travel is required to various locations in the region.

Duties and Responsibilities:

- Make annual visits to conservation easement properties to ensure compliance with easement terms.
- Work with Stewardship Manager to respond to conservation easement-related questions, notices and approval requests.
- Conduct land management tasks including boundary posting, trail building and maintenance, preserve monitoring, habitat assessments, exotic and invasive species control, planting projects, etc.
- Work with conservation team to enhance conservation values and recreational opportunities on fee-owned lands, as well as implement management plans.
- Engage volunteers, partners, and supporters in implementing stewardship activities as opportunities arise.
- Assist with project record keeping and other duties as assigned.

Requirements:

- Bachelor's degree in natural resources, biology, conservation, outdoor education, environmental education, or related field.
- Professional field experience in related land conservation field.
- General understanding of land use principles and land conservation issues.
- Experience with land management techniques and practices.
- Working knowledge of native and invasive plant identification, ArcGIS, and other mapping tools.
- Ability to learn computer applications quickly or familiarity with programs such as Microsoft Word, Excel, PowerPoint, etc.
- Experience working as a team member and independently as well as supervising volunteers.
- Ability to sit, type, stand, carry up to 40 pounds, walk over uneven terrain, and work in inclement weather
- Valid WI driver's license and reliable personal transportation
- Willingness to occasionally work early mornings, evenings, and weekends

Desired Attributes:

- Strong interpersonal communication skills, written and verbal
- Strong organizing skills - planning, filing, note taking
- Effectively facilitates virtual and in-person meetings
- Values building and maintaining authentic relationships with community members and conservation partners
- Familiarity with the land trust model and *Land Trust Standards and Practices*.
- Familiarity with the region's flora, fauna, ecosystems, geography, and conservation partners.

Office Location: We have two office locations in Menomonie and Bayfield. This position will work out of the Menomonie office.

Status and Compensation: This is an entry-level part-time position (20 hours/week). There may be opportunities to grow into a full-time position if additional funding is secured. Salary based on qualifications and experience with a range of \$14-16.50/hour. Landmark Conservancy offers flexible work policies and a collaborative work environment. We also provide professional development opportunities. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

How to Apply:

Submit cover letter, resume, and three references via email to info@landmarkwi.org. Application review will begin November 6, 2020 and position will remain open until filled. Contact Andrew Norman, Stewardship Manager with questions at andrew@landmarkwi.org or 715-235-8850.

Landmark Conservancy is an equal opportunity employer.

Position Title: Stewardship Assistant - South

Last Updated: 9/30/2020

Summary of the position: The Stewardship Assistant - South assists the conservation team in stewarding Landmark's portfolio of Conservation Easements and owned properties. The primary responsibility is performing annual monitoring of our conservation easements. The position also assists in preserve management projects and administering conservation files and database. This is an entry level position offering exposure to the land trust fundamentals of land conservation and management. This is a year-round, part-time position based out of Menomonie, WI. This position reports to the Stewardship Manager.

Primary responsibilities:

Conservation Easement Stewardship

- Ensure all conservation easements are annually monitored and perform all conservation easement stewardship administration.
- Make annual site visits to conservation easement properties to ensure compliance with easement terms.
- Work with Stewardship Manager to respond to conservation easement-related questions, notices, approval requests, and potential compliance challenges.
- Maintain and update all conservation easement records including baseline documents, landowner contact information and exercised rights.
- Cultivate strong working relationships with easement landowners.
- Recruit, train and coordinate volunteer conservation easement monitors to assist in annual monitoring.

Fee Land Stewardship

- Conduct land management tasks including boundary posting, trail building and maintenance, preserve monitoring, habitat assessments, invasive species control, planting projects, etc.
- Work with conservation team to enhance conservation values and recreational opportunities on fee-owned lands.
- Work with conservation team to implement land management plans.
- Support Landmark's community partnerships through collaboration with neighbors, partners and supporters.

Conservation Administration

- Assist with overall efforts to populate and maintain Landmark's online database...
- Assist with maintaining property records.
- Assist with project and duties as assigned.

Minimum Qualifications

- Bachelor's degree in natural resources, biology, conservation, or related field.
- Field experience in a related land conservation field.
- General understanding of land use principles and land conservation issues.
- Experience with land management techniques and practices.
- Experience working as a team member and independently as well as supervising volunteers.
- Working knowledge of native and invasive plant identification, ArcGIS, and other mapping tools.

Preferred Qualifications

- Familiarity with the land trust model and *Land Trust Standards and Practices*.

- Familiarity with the region's flora, fauna, ecosystems, geography, conservation partners, and government institutions.
- Strong interpersonal communication skills, written and verbal.