



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 assists in managing Landmark's fee-owned lands and annually monitors conservation easement properties. This position trains and coordinates volunteers who assist in the monitoring of Landmark's 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 using the Landscape Database program.
- 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 position (24-40 hours/week). Salary range of \$14 to \$17. Final hours and compensation will be determined based on skill and experience. Employees are eligible to receive benefits once they reach 30 hours/week. 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 April 2nd, 2021 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.