

Position Title: Stewardship Assistant - South

Last Updated: 7/21/2020

Summary of the position: The Stewardship Assistant 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 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 including all applicable 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 routine land management tasks including boundary posting, trail maintenance, preserve monitoring, exotic and invasive species control and neighbor relations.
- Work with conservation team to enhance conservation values and recreational opportunities on fee-owned land.
- 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.
- Two years experience in a related land conservation field.
- General understanding of land use principles and land conservation issues.
- Experience with land management techniques and practices.

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.