



Position Announcement

Seeking Seasonal Stewardship and Community Engagement Assistant based in the Menomonie office

Organizational Information: Landmark Conservancy is a nationally accredited non-profit land trust serving 20 counties in western and northwestern Wisconsin. We work primarily with private landowners who wish to conserve their land in perpetuity. We also work with local governments, state, and federal entities to create public preserves and trails for all to enjoy. At this time, we have conserved over 40,000 acres in our 30 years of land protection work.

Position Summary: Landmark Conservancy seeks a compassionate, skilled, and dynamic individual to join our team for the summer of 2023. This person will work directly with conservation and community engagement staff out of our Menomonie office. Primary responsibilities are to assist with our southern suite of stewardship projects and community engagement events. Duties occur in both the field and in an office setting. Some travel is required to various locations in the region, and mileage reimbursement will be provided when use of a personal vehicle is unavoidable. Occasional night and weekend availability may be required.

Duties and Responsibilities:

- Assist in the management of Landmark Conservancy Nature Preserves
 - Ecological restoration including invasive plant control
 - Property maintenance including trail and infrastructure repairs
 - Installation of signage and boundary markings
- Assist in the stewardship of conservation easement properties
 - Monitor properties individually and with volunteers
 - Train volunteers on the use of the mobile monitoring app
 - Update project records
- Assist in community engagement activities
 - Event planning and execution
 - Guided hikes and volunteer workdays with partners
 - Prepare educational materials for social media, e-newsletter, etc.
- Other stewardship/community engagement duties as assigned

Requirements:

The individual must:

- Have a valid driver's license

- Have or be working toward a college degree in the natural resources field or have a minimum of 2 years work experience in the environmental field
- Have a basic understanding of Wisconsin's natural resources such as familiarity with native and invasive species, habitat types, wildlife species and map reading
- Be well organized with excellent time management skills and the ability to prioritize tasks
- Have working knowledge of Microsoft Office applications
- Be willing to safely use hand tools and small power tools such as loppers, brush cutters, drills, and lawn mowers
- Possess excellent interpersonal skills and enthusiasm
- Have interest and willingness to speak in public
- Be people-oriented and interested in working with community members and volunteers
- Be able to work as a team member and independently
- Be able to lift 25 pounds independently
- Be able to traverse remote and varied terrain in a variety of outdoor conditions
- Be comfortable outdoors alone sometimes in remote locations without cell phone service

Desired Attributes:

- Experience with public speaking and/or guiding hikes
- Experience with the use of hand tools and small power tools
- Strong organizing skills - planning, filing, note taking
- Strong familiarity with the region's flora, fauna, ecosystems, geography, and local conservation organizations
- Have working knowledge of ArcGIS applications
- Experience with chainsaw use and herbicide application

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

Status and Compensation: This is a part-time (24-32-hours/week), entry-level seasonal position from approximately May 15, 2023 – September 1, 2023. Compensation will be \$14-\$16/hour based on skills and experience. This position could be used to satisfy an internship. If so, please indicate in your application materials.

How to Apply:

Submit cover letter, resume, and three references via email to sara@landmarkwi.org. Applications are due March 10, 2023. Interviews will begin the week of March 20, 2023. Contact Sara Norman, Community Outreach Coordinator with questions at sara@landmarkwi.org or 715-235-8850.

Landmark Conservancy is an equal opportunity employer.