

**Land Stewardship Assistant
Job Description
Fall 2018**

Colorado Open Lands is pleased to announce an opening for a Land Stewardship Assistant in our Lakewood, Colorado office. This is a full-time, temporary position that is 4 months in duration. The Assistant will support the Land Stewardship staff with organizing, filing and documenting monitoring visits, conducting monitoring visits of their own, and performing stewardship activities as needed.

DUTIES

- Conservation Easement Monitoring Support of Contractors and Volunteers (60%)
 - Organize and file all documents related to the contractor and volunteer monitoring visits
 - Update GIS maps as needed to incorporate GPS field data
 - Update monitoring fieldbooks
- Conservation Easement Monitoring (20%)
 - Monitor 10-15 conservation easement properties across Colorado (includes setting up site visits, meeting with landowners, preparing monitoring reports and associated documentation).
- Conservation Easement Management (20%)
 - Assist in the review of reserved rights, violations, enforcement issues and amendments
 - Provide landowners with land management information or resources as requested
 - Perform other stewardship and GIS tasks as assigned

REQUIREMENTS & QUALIFICATIONS

- Bachelor's degree in natural or environmental sciences, land use and planning, geography, or a related field
- Strong organizational, time management and problem-solving skills
- Ability to complete tasks with a high level of accuracy and consistency
- Willingness and ability to independently travel across Colorado, including multi-night trips (travel comprises approximately 10% of time)
- Ability to work outdoors and navigate large farms and ranches independently, often in remote settings
- Basic skills with ESRI ArcGIS computer mapping software
- Excellent written and oral communication skills
- A valid driver's license and good driving record (vehicle provided)
- A positive attitude, sense of humor, and commitment to conservation

COMPENSATION & TIME FRAME

- \$15/hour, 40 hours/week for approximately 17 weeks
- This position is not eligible for health insurance or paid time off, but employer will cover Social Security, Medicare, worker's comp, and life & disability insurances
- This position is eligible for Colorado Open Lands' 401k plan after 90 days of employment
- Start date is flexible, ideally late August or early September, and the position will run until the end of December

EEO STATEMENT

- Colorado Open Lands provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics or other protected status. For information about Colorado Open Lands, please visit our website at www.coloradoopenlands.org.

APPLICATION INSTRUCTIONS

- Please send your résumé and cover letter to jnystrom@coloradoopenlands.org
- This position is open until filled