



Land Conservation Internship Opportunity
Steamboat Springs, CO

Over the past two years, the Colorado Cattlemen's Agricultural Land Trust (CCALT) has been expanding our team in response to an increased demand for conservation services across the state. Thanks to generous support from the City of Steamboat Springs, CCALT is excited to announce that our regional Steamboat Springs office will be offering a part-time seasonal internship position beginning in the summer of 2021. The Land Conservation Internship Program will support staff capacity in the Yampa Valley Conservation Partnership (YVCP) office and help CCALT meet the conservation demands of Northwest Colorado. The position will assist YVCP staff members in completing annual monitoring of conserved properties in the YVCP service area, support the YVCP team with outreach and community engagement efforts, and assist with grant applications and administration. This position will assist the team with administrative tasks and will in turn gain a greater understanding for non-profit structure and governance.

In addition to supporting the organizational capacity of the YVCP office, CCALT is proud to be able to add an employment opportunity in Steamboat Springs during a time of significant unemployment and create an opportunity to develop the next generation of conservation practitioners.

In order to be considered for the position, eligible applicants must submit a resume, cover letter or writing sample, and example(s) of previously completed GIS mapping work to Amber Pougiales (amber@ccalt.org) no later than 5:00pm Wednesday, April 21st.

A full position description can be found on the following pages.



Job Description

Land Conservation Intern

About CCALT and YVCP:

For more than a quarter century, the Colorado Cattlemen's Agricultural Land Trust (CCALT) has created innovative conservation solutions for Colorado's agricultural producers and rural communities. CCALT's work has permanently conserved more than 670,000 acres of open space, natural habitat and productive agricultural land. The demand for conservation services has increased across the state, but in no region does the level of interest come close to that we are experiencing in Northwest Colorado.

In October of 2019, as a direct result of a merger with the Yampa Valley Land Trust, CCALT created the Yampa Valley Conservation Partnership (YVCP) and opened its first regional office in Steamboat Springs. The YVCP office serves Jackson, Grand, Routt, Moffat, Rio Blanco and Garfield counties and allows CCALT to provide tailored conservation and stewardship services to landowners and communities in Northwest Colorado.

Summary of Position:

CCALT is an organization that embraces change and strives to create innovative solutions to the work we do each and every day. Personal and professional growth is both encouraged and demanded. This position will help CCALT meet the conservation demands of Northwest Colorado by assisting the team with outreach and community engagement efforts, grant applications and management, and the annual monitoring of conserved properties in the YVCP service area. Additionally, this position will be responsible for assisting the team with administrative tasks. Through this experience, the Land Conservation Intern will gain a greater understanding for non-profit structure and governance. Key requirements include the ability to collaborate with others and other organizations, as well as work independently with initiative, motivation, flexibility, and confidentiality.

Duties:

Conservation Easement Stewardship (50%)

Assist in the completion of annual monitoring for all conserved properties in the YVCP service area. This includes, but is not limited to creating, completing, and uploading annual monitoring reports and associated documents, creating and updating maps in ArcMap, and accompanying YVCP staff on monitoring visits.

Outreach and Community Engagement (20%)

Work with the Assistant Director of External Relations in the planning, promotion, and execution of CCALT events, outreach activities, and campaigns in the YVCP service area. Assist in planning, promoting, and facilitating the 2021 Forever Colorado BBQ on August 14th in Clark, CO.

Administrative/Grant Applications (10%)

Provide support with everyday administrative tasks, including but not limited to filing, printing, and shipping. Assist YVCP staff in identifying and applying for grant funding for organizational and conservation easement support. This includes conducting research, writing grant narratives, and developing budgets.

Transactions (10%)

CCALT will provide an opportunity for the Land Conservation Intern to assist with tasks associated with conservation easement project development and completion.

Entrance Requirements:

- Experience with GIS systems and ability to produce property maps efficiently.
- Accuracy – ability to manage various tasks with accuracy and attention to detail. Ability to multitask and balance many difficult projects simultaneously.
- Communication – ability to write and communicate clearly and efficiently. Excellent oral communication skills.
- Teamwork – ability to pitch in where needed even if it is not specifically within the job description.
- Must have valid driver's license and the ability to travel regionally.
- Tactful, possessing ability to work independently with high degree of personal and professional initiative and the ability to maintain confidentiality.

Reporting:

This position will report to the Director of Stewardship and the Assistant Director of External Relations.

Salary and Benefits: *This is a 12 to 14 week part time (25 hours/week) internship position. Hourly rate is \$15/hour. Benefits are not available to part time employees.*

The Colorado Cattlemen's Agricultural Land Trust is an equal opportunity employer.