

Estes Valley Land Trust

Job Description – Stewardship and Communications Assistant

EVLTT's Mission: To conserve land throughout the Estes Valley and surrounding areas for current and future generations.

Job Title: Stewardship and Communications Assistant

Overview: The Estes Valley Land Trust holds more than 160 conservation easements that preserve nearly 10,000 acres of land. The Assistant's primary responsibilities include coordinating a monitoring program and stewardship projects and creating social media and other content to promote the land trust.

Position Objectives:

- Ensure all conservation easements are monitored. This includes working with approximately 100 volunteer monitors and completing additional site visits.
- Coordinate volunteer stewardship projects. This includes scheduling projects with landowners, promoting the projects and providing onsite support.
- Promote land trust events. The Assistant will be responsible for promoting all land trust online and in-person breakfasts and other events.

Duties and Responsibilities:

Stewardship (70%)

- Meet with and provide support to all easement monitoring volunteers.
- Collect monitoring reports, review and follow up with additional site visits as needed.
- Generate production-quality maps for reports.
- File completed reports and update Access database.
- Meet with landowners and finalize stewardship projects such as stacking slash, removing barbwire and building trails.
- Promote stewardship projects and provide onsite support to all volunteers.

Communication and Outreach (20%)

- Create social media content, newsletters and flyers to promote land trust activities.
- Update land trust website.
- Assist with special events.

Other duties as needed (10%)

- Support and participate in a variety of additional activities to help promote the overall mission of the organization.

The percentage allocation of work tasks may be based on organizational needs.

Qualifications:

Ideally, the selected candidate should have at least a year of successful work experience, preferably in a job requiring similar skills, and:

- Excellent communication skills, both verbally and in writing.

- Passion for land conservation and stewardship.
- Demonstrated reliability, with ability to work as part of a team as well as independently.
- Personable - ability to work well with a wide range of people, including EVLT staff and Board members, volunteers, and landowners.
- Professional - ability to self-start, multi-task, manage time and set priorities.
- Good organizational skills, thoroughness, and attention to detail.
- Proficiency with Microsoft Office Suite (Word, Access, Powerpoint, Excel). Ability to easily learn new computer skills as needed.
- Experience with ArcGIS and Adobe Creative Suite preferred.
- Completed Bachelor's degree in a Natural Resource or related field is preferred.
- Must be physically fit and be able to negotiate varied and steep/rocky terrain.
- Must have valid driver's license and reliable transportation.

Compensation and Term of Employment:

- Term is negotiable. Preferred start date is June 1; preferred end date is October 31.
- \$15-19/hour compensation, DOQ.
- Flex time is offered, no other benefits are provided with this position.
- Approximately 40 hours a week (M-F); some weekends may be required

How to Apply:

- Send resume and cover letter to Jeffrey Boring, Executive Director, via email: jeffrey.boring@evlandtrust.org
- Application deadline: 5 PM, May 17th.

Additional Information:

Estes Valley Land Trust is an Equal Opportunity Employer.