



Land Steward Job Announcement

***Application Deadline
March 15, 2024
(or until position is filled)***

Reports to: Executive Director and Stewardship Director

Hours: Seasonal (May 13 – October 25), 40 hours per week. Start date is flexible in Summer 2024.

Primary Duties:

Assist Stewardship Director with Conservation Easement Monitoring:

- Write Conservation Easement monitoring visit notification letters to landowners.
- Confirm Conservation Easement monitoring visit dates with landowners.
- Prepare for Conservation Easement monitoring visits:
 - Print forms.
 - Load GPS.
 - Review Maps.
 - Review Conservation Easement Monitoring Plan, Summary and past Monitoring Reports.
- Conduct Conservation Easement monitoring visits:
 - Complete landowner interview regarding current land uses, update landowner contact information.
 - Take photos at designated GPS points.
 - Record field notes and any possible violations that may exist.
 - Track expenses, time and mileage.
- Complete Conservation Easement monitoring reports:
 - Prepare draft report and compliance letter.
 - Upload photos.
 - Update GPS points and map.
 - Obtain report and compliance letter approval by Stewardship Director and Executive Director.
 - Make corrections to report if necessary.
 - Copy, scan and upload final monitoring report to required locations.
 - Follow-up with landowners about any questions or requests that they may have.
- Assist in the maintenance of Conservation Easement monitoring files.

- Mapping
 - Assists with maintaining GPS and ArcGIS files.

Other

- Assist with the development and application of the organization's database, Salesforce.
- Performs other duties as requested by the Stewardship Director.
- Assists Stewardship Director in Land Team activities.
- Provide support for certain projects on Pennsylvania Mountain Natural Area and Sacramento Creek Ranch as needed.

Education, Technology Skills and Physical Abilities

- Working toward or hold a degree in natural resource sciences, environmental education or related field.
- Knowledge of Colorado flora and fauna.
- Self-motivated with a sincere interest in the environment.
- Experience working with the public.
- First Aid and CPR certification required by start date.
- Knowledge of Microsoft Office Suite required.
- Able to travel across rough mountainous terrain on foot and/or by operating 4-wheel drive or AWD vehicles.

Compensation

\$22.00 per hour and mileage reimbursement while performing actual duties as outlined above. No housing offered.

Application

Send resume, cover letter, and three references to Carl Vitale at carl@savetheland.org, Attn: Land Steward, by March 15, 2024 or until the position is filled. In the cover letter please describe in detail:

- Coursework you feel would help you in this position.
- Outdoor/Field experiences you feel would help you in this position.
- Experience you having working with landowners.
- Biggest challenges you anticipate with this position.
- Why you would be a good fit for this position.

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