



Stewardship Coordinator
Durango, Colorado

La Plata Open Space Conservancy (LPOSC) is busier than ever - protecting open spaces, wildlife habitat, agricultural lands, water resources, recreational opportunities and the landscape that make this region so special. As demand for our work grows, we are seeking a Stewardship Coordinator to help keep up.

This is a unique opportunity to join a small but mighty, mission-driven nonprofit making a big impact. The Stewardship Coordinator will play a key role in safeguarding these lands for future generations. This position will collaborate closely with the Executive Director and staff to lead easement monitoring, maintain landowner relationships, support project documentation, and ensure our records and reports meet legal and accreditation standards. This is a technical, detail-oriented position that is office-based, with some seasonal fieldwork and occasional outreach and fundraising events. This position offers room to grow depending on your interests and the evolving needs of LPOSC.

Core Responsibilities Include:

- Conduct annual conservation easement monitoring (Landscape, GIS, Lens, Landscape) and maintain stewardship files and databases (Salesforce, Terraforma)
- Communicate directly with current landowners to address questions, provide guidance, and foster positive relationships
- Prepare biological reports, review and analyze related maps (habitat, wildlife, soils, hydrology)
- Complete easement transactions to support new and amended easements (title commitment reviews, pre and post-closing recordkeeping)
- Coordinate outreach to new landowners
- Prepare content and logistics for stewardship-related mailings and events (Mailchimp)
- Train and guide interns or other staff in stewardship procedures
- Assist with organizational support tasks and events, including grant applications and fundraising activities as requested

Preferred Background:

- 3+ years of relevant experience in stewardship, land management, or conservation
- Bachelor's degree in conservation, natural resources, sciences, environmental studies, GIS, planning, environmental law, or related field
- Detail-oriented and tech-savvy with a knack for database organization
- Familiarity with conservation easement transactions
- Familiarity with property transactions deeds, title commitments, mortgage subordination, water rights verification



- Ability to balance fieldwork with timely follow-through and professional recordkeeping
- Self-motivated, collaborative team player who thrives in a dynamic, mission-focused environment

Salary Range:

\$55,000 – \$60,000, depending on experience. This is a full-time, exempt position with benefits. LPOSC is committed to fostering a diverse and inclusive workplace and supporting a livable wage and benefits package that reflects our values of equity, sustainability, and work-life balance in the Durango area.

Benefits Include:

- Health insurance reimbursement (ICHRA)
- SIMPLE IRA with 3% employer match
- Paid holidays (9 days) and sick leave (6 days)
- Vacation accrual starting at 10 days/year
- Up to 40 hours/year paid professional development
- Bonuses (subject to performance and organizational financial health)
- Flexible scheduling

The total annual value of the benefits package is \$13,000 – \$17,000.

Application Instructions:

Please send an email with your resume or CV, three references (all in a single attachment), and a brief narrative highlighting your skills for the position. Use the subject line “Stewardship Coordinator application” and send to:

Dr. Jennifer Zahratka

jennifer@lposc.org

Only complete applications that follow these instructions will be reviewed. The position remains open until filled.

Thank you for your interest in this position. We look forward to hearing from you!