

# NORTH OLYMPIC Land Trust



*Farms • Fish • Forests*

## **Conservation Easement Steward**

*Founded in 1990, North Olympic Land Trust is a nonprofit conserving the natural areas and working lands that define and sustain the communities of the North Olympic Peninsula. The Land Trust is dedicated to the conservation of open spaces, local food, local resources, healthy watersheds and recreational opportunities. We strive to conserve the farms, fish and forests that improve our community's quality of life.*

### Position Summary

Based in Port Angeles, Washington, the Conservation Easement Steward is a permanent non-exempt 20 hours per week position that reports to the Conservation Director and ensures the effectiveness and smooth functioning of the Land Trust's conservation easement stewardship program. This includes all aspects of the stewardship of conservation easement properties held by North Olympic Land Trust.

### Responsibilities and Duties:

1. Conduct at least annual monitoring and reporting on all conservation easements in compliance with the organization's policies and best practices as described by the Land Trust Alliance and Land Trust Accreditation Commission.
2. Proactively work with conservation easement landowners as appropriate.
3. Develop new and update existing baseline documentation reports for Land Trust conservation easement properties.
4. Respond to any issues arising from conservation easement properties, including violations to conservation easements.
5. Respond to reserved rights requests and present requests to Conservation Committee under the direction of the Conservation Director.
6. Design and oversee the conservation easement steward work plan and budget under the direction of the Conservation Director.
7. Maintain accurate records for all Land Trust conservation easement lands in accordance with the organization's Record's Policy.
8. Advance and maintain skills, education, and knowledge of best practices that are relevant to the job description.
9. Provide back-up support for the Land Manager position as needed.

### Qualifications:

- Bachelor's degree in environmental science, natural resources management, forestry, or related field, or related field or 2 years related work experience.

- Skilled with ArcMap, ArcView, ArcGIS Pro or ArcGis online data management and mapping.
- Experience or familiarity with land trusts and conservation easements is desired.
- Excellent interpersonal written and oral communication skills.
- Proficient and demonstrated experience using GPS technology to collect field data.
- Good orientation skills, including the ability to read and interpret maps, including surveys.
- Proficiency with computer operations in a Windows environment and Microsoft Word, and experience with database software.
- Ability and willingness to occasionally work non-standard hours for Land Trust events, including evenings and weekends.
- Ability to work independently and as part of a team.
- Organized, detailed, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Familiarity with Northwest Coast flora and fauna preferred.
- Reliable vehicle and valid driver's license required.
- Willingness to assist in preserve management including use of hand tools, power tools, and other physically demanding work as needed.

#### Physical Work Requirements

This position is subject to year-round outdoor activities and a professional office setting. The essential physical requirements of this position include:

- Travel over a variety of terrain, including, but not limited to, steep grades, stairs, wet ground, etc.
- Ability to sit or otherwise remain in a stationary position at a computer workstation or desk to complete office duties, meeting, trainings, etc.
- This position includes travel throughout Clallam County that will require use of a personal vehicle. Mileage for use of a personal vehicle will be reimbursed.

#### Compensation

\$18 – 20 per hour with benefits including health insurance, holidays, vacation, and retirement.

#### How to Apply

Qualified candidates should email their resume and cover letter to [opportunities@northolympiclandtrust.org](mailto:opportunities@northolympiclandtrust.org). Please include the words "Conservation Easement Steward" in the subject line. No faxes or recruiters please.

Open until filled; applicant review will begin on Wednesday, December 1, 2021.