



**JOB ANNOUNCEMENT: STEWARDSHIP ASSISTANT (FULL-TIME)
NOVEMBER 2017**

The Monadnock Conservancy, a nonprofit conservation land trust serving the Monadnock region of southwestern New Hampshire, seeks qualified candidates for the full-time position of Stewardship Assistant to join a staff of eight in our Keene, NH office.

Founded in 1989, the mission of the Monadnock Conservancy is to work with communities and landowners to conserve the natural resources, wild and working lands, rural character, and scenic beauty of the Monadnock region. We care for our conservation lands, and we engage people in ways that strengthen their communities and their connections to the land. Every year we help conserve hundreds of acres of the forests, farms, wildlife habitat, trails, and waterways that define our region's unique rural character. As the first land trust in New Hampshire to be accredited by the Land Trust Accreditation Commission (in 2008), we have protected more than 20,000 acres in 28 towns since 1989, and we deliver a host of recreational and educational programs throughout the year.

The successful candidate will demonstrate strong communication skills, attention to detail, conservation easement monitoring experience, competent mapping and field navigation skills, and GIS or equivalent mapping program experience.

Core objectives

The Stewardship Assistant supports the Stewardship Manager in monitoring the Conservancy's conservation easements. S/he will coordinate the volunteer land steward program by training and supporting volunteers, monitoring challenging and/or unassigned easements, marking property boundaries, and assisting with record keeping and administrative activities related to conservation easement monitoring.

Specific responsibilities

- Volunteer coordination
 - Organize, train, and supervise volunteer land stewards for the Conservancy's conservation easement monitoring program
 - Assist volunteers as needed with field work
 - Organize an annual volunteer recognition event
- Stewardship
 - Assist with monitoring conservation easements and associated record keeping
 - Assist with marking unclear property boundaries
 - Assist with baseline documentation field work
 - Maintain positive relationships with owners of conservation easement-protected properties
 - Assist with public events and workshops for landowners and land stewards

- Data management and administration
 - Enter and maintain records in the conservation easement database
 - Edit and manage GIS data related to conservation easement monitoring and natural resource documentation
 - Support stewardship committee meetings, including preparing materials and taking minutes
 - Perform recurrent administrative tasks such as filing, mailing, etc.
- Other duties as assigned

Minimum qualifications

- 2 + years prior experience in land conservation or a related field, including conservation easement monitoring
- Ability to develop and maintain positive working relationships with diverse co-workers, volunteers, landowners, agencies, and other stakeholders
- Excellent verbal and written communication skills
- Compassionate, trustworthy, and confident demeanor
- Sensitivity to confidential and personal information
- Ability to work independently and as part of a team
- Comfortable with multitasking and occasional work under deadlines
- Practical problem solving and organizational skills with attention to detail and record-keeping
- Ability to work occasional evenings and weekends
- Ability to work independently under physically demanding conditions, including cold and wet weather and steep terrain
- Strong map interpretation and field navigation skills
- Personal passion for land conservation and its importance to human quality of life
- Open, critical, and humble mind; respect for opposing viewpoints
- Proficiency in Microsoft Office
- Patience and sense of humor
- Reliable transportation for travel to properties, meetings, and events
- Valid driver's license

Desired qualifications

- Experience coordinating volunteers
- Experience with Geographic Information Systems and Global Positioning Systems
- Experience working with databases
- Familiarity with NH natural history and natural communities
- Familiarity with invasive plants

- Experience with forestry or agriculture
- Familiarity with Land Trust Standards and Practices related to conservation easement monitoring

Working conditions and physical requirements

Work will be based out of the Monadnock Conservancy office in Keene, with frequent time in the field visiting properties, including traversing rough, uneven terrain in all weather conditions. Dependability and regular in-office attendance are mandatory. This position works directly with staff, landowners, volunteers, contractors, and the public. Occasional coverage of evening and weekend events and meetings will be required (average 1-2 days per month). Regular local travel and a personal vehicle are required.

Compensation

This position is full-time and salaried. Compensation range is \$35,000-\$38,000/year, commensurate with experience. Benefits include group health insurance, retirement plan eligibility, and employer-paid term life and disability insurance.

To Apply

Send a resume, cover letter, and three professional references **by December 1, 2017** to: stewardship.assistant@monadnockconservancy.org. Questions will be accepted at this address. The target start date for this position is early January or sooner.

The Monadnock Conservancy is an Equal Opportunity Employer. All decisions to recruit, hire, promote and release from employment are made without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, physical or mental disabilities, or veteran status. www.MonadnockConservancy.org