



**JOB ANNOUNCEMENT: STEWARDSHIP ASSISTANT**  
**February 2025**

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The Monadnock Conservancy, a nonprofit 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 ten in our Keene, New Hampshire office. Reporting to the stewardship director, the stewardship assistant works closely with the easement stewardship manager and stewardship director on various aspects of monitoring, enforcement, and conservation easement documentation.

Founded in 1989, the Conservancy's mission 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. We conserve forests, farms, wildlife habitats, 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 (2008), we have protected more than 23,000 acres in 39 towns. We also work with landowners and partners to educate and support the broader community of the Monadnock region.

**Core objectives**

The Stewardship Assistant supports the stewardship team with annually monitoring the Conservancy's conservation easements, marking property boundaries, and record keeping and administrative activities related to conservation easement monitoring.

**Specific responsibilities**

- Stewardship
  - Assist with monitoring conservation easements and keeping detailed records
  - Assist with marking unclear property boundaries
  - Assist with baseline documentation field work
  - Maintain positive relationships with owners of conservation easement landowners
  - Assist with public events and workshops for landowners and land stewards as needed
- Data management and administration
  - Enter and maintain records in the conservation lands 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**

- Prior experience in land conservation or relevant academic, professional, and lived experiences
- Passion for land conservation and its importance for community resilience and quality of life
- Excellent interpersonal skills and the ability to work closely, productively, and respectfully with co-workers, landowners, volunteers, partner organizations and other stakeholders
- Appreciation for diverse community engagement and respect for opposing viewpoints

- Sensitivity to confidential and personal information
- Excellent verbal and written communication skills and attentiveness to detail
- Ability to independently manage multiple responsibilities and deadlines
- Ability to work occasional evenings and weekends
- Experience with Microsoft Office suite and Adobe Acrobat
- Ability to work alone in physically demanding conditions, including cold/wet weather and steep terrain
- Physical ability to hike at least five miles across rough terrain and navigate off-trail using GPS and map and compass
- Resourcefulness, self-motivation, and ability to work both independently and collaboratively
- Patience, a sense of humor, and a willingness to learn
- Valid driver's license, safe driving record, and reliable personal vehicle for work use

### **Desired qualifications**

- Experience with map-making using ArcGIS or ArcGIS Pro and field data collection using GPS devices or other mobile applications
- Familiarity with NH natural history and natural communities
- Familiarity with invasive plants
- Knowledge of forestry and agricultural practices

### **Working conditions and physical requirements**

Work is based from the dog-friendly 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 is required. Regular local travel and a personal vehicle are required.

### **Compensation**

The position is full-time and salaried. Compensation range is \$40,000-\$45,000/year, commensurate with experience. Benefits include paid vacation, sick time, and holidays; group health insurance; retirement plan eligibility with employer matching; and employer-paid term life and disability insurance.

### **To Apply**

Submit a resume, cover letter, and contact information for three professional references here <https://shorturl.at/h4NEU> The target start date for this position is late March. Open until filled with applications received by March 9 prioritized.

### **Equal Employment Opportunity**

The Conservancy is an Equal Opportunity Employer, making employment decisions without regard to race, color, religion, national origin, sex, sexual orientation, age, marital status, disability, veteran status, or any other legally protected status.

The Monadnock Conservancy recognizes and honors diverse cultures and traditions. It proactively seeks employees for all aspects of its work from varied backgrounds for the greater enrichment of the organization. It is the Conservancy's goal to have employees, supporters, volunteers, and a board of trustees that reflect the diversity of race, ethnicity, and other demographics in our service area, and for programs to encourage involvement of groups that are historically underrepresented in land conservation. [www.MonadnockConservancy.org](http://www.MonadnockConservancy.org)