



Okanogan Land Trust

Job Description

Conservation Associate

Job Status: 75% of full-time, with the possibility of expanding to 100% based on funding availability.

Salary Range: \$28,000 to \$32,000 for 75% FTE

Deadline: Open until filled, first review of applications April 24, 2017

Position Summary

The Conservation Associate participates in all aspects of Okanogan Land Trust's (OLT) land protection and stewardship efforts in accordance with OLT's mission and strategic organizational goals. The position is more oriented toward project development, communication, and outreach skills than conservation planning and GIS skills. Successful applicants will have strong administrative, organization, and interpersonal skills, as well as a background in natural resource management. Familiarity with rural lifestyles and Central Washington a plus. The position reports to the Executive Director.

Qualifications

- Strong interpersonal skills with the ability to effectively and tactfully present information to and communicate with landowners, board and staff, partners, professionals (e.g. appraisers, attorneys, realtors, etc.), public groups, and regulatory agencies.
- Current skills in word processing, database, spreadsheet, GIS, and GPS. Familiarity with social media is a plus.
- Ability to locate, identify, and evaluate parcels of land for protection.
- Ability to work independently and prioritize effectively.
- Undergraduate degree in a natural resources related field and/or 3-5 years experience in land trusts, conservation, or related work.

Duties & Responsibilities

Conservation Project Management – 50%

- In coordination with the Executive Director, assess, plan, and execute land protection projects to accomplish land protection goals and strategies.
- Gather information on potential projects.
- In coordination with the Executive Director, meet and coordinate with interested landowners, partners, and funders to structure land protection deals.
- Assist Executive Director with conservation transactions (including easement development, negotiation of terms, due diligence, legal review, and closing).
- Assist Executive Director and/or other staff in preparing applications for land protection project funding.

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- Assist Executive Director in presenting projects to OLT board and committees for review and approval.
- Maintain complete project files to document activities, intentions, and actions on all conservation projects.

Outreach and Partnership Building - 20%

- Participate in and cultivate conservation partnerships, such as the Okanogan Working Group/Working for Wildlife and the Trout Unlimited Washington Water Project, in the region.
- In coordination with the Executive Director, serve as a point of contact for public/community relations for land protection and stewardship issues, and assist in creating responses to issues, complaints, and inquiries.
- Develop outreach materials, maintain an outreach schedule, and present materials to interested parties.
- Participate in and support fundraising and other organizational events.

Land Protection Program Development & Management – 20%

- Develop, maintain, and manage OLT's GIS database to facilitate conservation planning, land protection, and stewardship efforts.
- Assist with grant writing efforts to support conservation work (conservation planning, land conservation, and stewardship).
- Collaborate with other organizations to explore new opportunities for land conservation in the region to achieve OLT's conservation goals.

Stewardship Program Development & Management – 10%

- Coordinate OLT's stewardship efforts, including baseline assessments, monitoring, and land management and enforcement efforts on OLT's existing easements.
- Recruit and supervise staff, contractors, and volunteers to assist in stewardship efforts as needed.

To apply, please send your resume, cover letter, and a brief writing sample to info@okanoganlandtrust.org.

For more information about OLT, please visit www.okanganlandtrust.org.