



TITLE: LAND STEWARD

**REPORTS TO: CONSERVATION LANDS MANAGER (CLM)
EXEMPT/NON-EXEMPT: NON-EXEMPT**

JOB DESCRIPTION & QUALIFICATIONS

Key Qualifications:

- A bachelor's degree or related experience in natural sciences or conservation
- Motivated, outgoing individual, with demonstrated success working in the natural sciences or a related field
- Comfortable working in outdoor settings, able to walk up to 5 miles through rough terrain and off-trail, and able to carry up to 50 pounds
- Experience building trails and working with hand tools or other machinery in outdoor settings
- Working knowledge of mapping, including Google Earth and ESRI products, or similar other products
- Excellent communication skills

Job Responsibilities:

This is a full-time, benefitted position (32 to 40 hours per week), renewable upon mutual agreement and satisfactory performance, and contingent upon adequate funding.

Under supervision of the CLM, the Land Steward performs various program functions as directed. GIS, GPS, map-and-compass, trail-building, and digital photography skills are required. This position requires the employee to perform a variety of tasks under minimal supervision, with an ability to meet tight deadlines and be reasonably flexible with work time, to include occasional evenings and weekends.

ESSENTIAL JOB FUNCTIONS

Easement Stewardship Program:

Monitor easement properties. Duties include meeting with property owners (if available), walking boundary lines of properties, and checking for encroachments or apparent violations to the terms of any deed restrictions and the conservation easement.

Complete post-visit due diligence items. Visit follow-up includes completion of USVLT's easement monitoring report and assisting the CLM with correspondence with the landowner.

Recruit, train, communicate with, and supervise volunteer easement monitors and trail stewards, and perform other stewardship tasks. Help ensure that CE monitoring program meets Land Trust Alliance standards and practices and other industry Best Management Practices.

Assist the CLM with USVLT's document retention program by creating digital scans of critical landowner correspondence, CE monitoring reports, and all original documents relating to the donation or purchase of the CE or fee interest; and by updating the Stewardship Binders for easy day-to-day access.

Work with USVLT's Summer Stewardship Intern on specific easement monitoring assignments.

Fee Land (a.k.a. Preserve) Stewardship Program:

Monitor fee properties. Duties include walking boundary lines of properties, checking for encroachments, and noting the condition of improvements (signage, trails) and any need for repairs.

Author Preserve Management Plans. Assist the CLM in engaging with the Land Committee to determine management goals for each preserve, developing strategies to deliver those management goals, and coalescing these strategies into comprehensive management plans.

Assist with New Conservation Easement or Preserve Acquisitions:

Prepare baseline documentation reports with the guidance of the CLM.

For purchased easements and preserves, assist in compiling grant materials in a timely way, for CLM, ED or full Board review of applications, as necessary.

Assist in preparing required paperwork relating to and complying with grant sources (management plans, e.g.).

Assist in the development of and execution of neighborhood mailings, community forums and other outreach materials relating to high-priority projects.

Execute Fee Land Stewardship goals:

Preserve/easement property maintenance. Duties include posting boundaries of preserves or easements with USVLT boundary markers, reconnaissance work for new trail development, new trailhead signage development, and other stewardship tasks such as trash removal, invasive species location reporting, etc.

Work on Preserve enhancements (e.g., physically assisting in the development of parking lots, building kiosks, putting in trails), or help to coordinate such work with contract employees or project partners, with the oversight of the CLM.

Work with USVLT's Summer Stewardship Intern (together with the CLM) on various stewardship tasks for Preserves.

Technology/ GIS/ Mapping

Create compelling and user-friendly maps for all of our properties with public access, in both print and digital formats.

Work on efficient organization of USVLT's geospatial data within ESRI's framework or similar geodatabases (e.g., QGIS).

Under the direction of the CLM, compile stewardship data into a stewardship database as appropriate.

Work on developing better, more efficient field technology (e.g., ESRI collector).

Public Outreach

Assist with website content by providing maps, trail descriptions and similar information.

Help coordinate our Easement Exploration Series (1x/month or more frequently) by sending out emails to interested parties, facilitating carpooling to the tour site, conducting pre-tour reconnaissance, and (optionally) helping to lead tours of easement properties.

Help maintain solid, beneficial relationships with land and CE donors.

Meet with landowners as part of the easement monitoring process.

Administrative & Other

The USVLT staff is a team, and we all need to assist with certain administrative and outreach items, including but not limited to:

Occasional weekend work

Staff support for special events such as USVLT's annual meeting

Assistance in generating periodic mailings of newsletters, etc.

Attendance at Land Committee or Board of Director meetings if requested

Other tasks as assigned and as mutually agreed to