

**POSITION:** Stewardship Coordinator

**TYPE:** Part-time (15-20 hours/week)

**SALARY:** Commensurate with experience

**LOCATION:** New Boston, NH



The Piscataquog Land Conservancy (PLC), a private non-profit conservation organization based in New Boston, NH, has an immediate opening for a part-time **Stewardship Coordinator**.

PLC is dedicated to conserving the natural and scenic landscapes of the Piscataquog, Souhegan, and Nashua River watersheds, which encompass 23 communities in southern New Hampshire. Core programs of the organization include land protection, land stewardship, and outreach. We accomplish our mission by permanently protecting undeveloped land through the acquisition of property or conservation easements and then monitoring and/or managing the land to ensure the perpetual conservation of natural resources and, in most cases, public access for recreation and education.

Our all-volunteer monitoring program—the largest in the state—conducts annual monitoring of the 104 properties and 6,400 acres currently in our care. The primary responsibility of the Stewardship Coordinator is to provide coordination, training, and oversight for this volunteer monitoring program, as well as performing various other tasks to support the land stewardship program as described below.

## RESPONSIBILITIES

- **Manage Volunteer Monitoring Program** – schedule annual property visits; coordinate training and appreciation events; recruit new monitors as needed; conduct field monitoring visits as required; visit proposed conservation easement acquisitions to assess anticipated stewardship implications and develop baseline documents
- **Process Post-Monitoring Reports** – review volunteers’ monitoring reports; verify and enter monitoring data into database; flag potential issues and develop resolutions; produce electronic copies and archive hardcopies; maintain records
- **Provide Public Outreach** – prepare annual monitoring reports for executory interests; prepare reports for town conservation commissions as needed; maintain positive relationships with landowners of conservation easements; provide proactive education about conservation and best management practices; develop annual letters to landowners; respond to stewardship-related questions from landowners and the public; review easement amendment/interpretation requests; address property violations and enforce policies as needed
- **Participate in Stewardship Committee** – attend bi-monthly meetings; prepare agendas with the committee chair; present monitoring status reports and issue reports; draft post-acquisition documents as needed (e.g., corrective deeds, boundary line agreements, etc.); prepare quarterly monitoring dashboard for Executive Director
- **Serve as an Organizational Resource** – work on land acquisition projects as needed; participate in organizational policy, procedure, and deed document reviews; conduct property deed/plan research as needed; maintain databases, inventories, and GIS files; assist with organizational functions/events; contribute to seasonal outreach activities (e.g., newsletter, field trips, etc.); provide general clerical support as needed

## MINIMUM QUALIFICATIONS

- A working understanding of the New Hampshire landscape, including natural communities, natural and land use history.
- Experience navigating in the woods with GPS and/or map & compass
- Experience with ArcGIS, including basic map-making and analysis
- Proficient in Microsoft Office programs (Word, Excel, PowerPoint)
- Excellent oral and written communications skills, especially letter writing
- Excellent face-to-face interpersonal skills
- Understanding of current issues and emerging trends in the land stewardship/management field
- College degree in a relevant field preferred
- Work and/or internship experience in same or related role preferred

## KEY TRAITS

- Personal passion for land conservation and its importance to human quality of life
- Self-directed, reliable, diligent and efficient
- Attention to detail
- Positive attitude and a team player

## HOW TO APPLY

If you qualify and are interested in joining our team, please submit a resume and cover letter (PDF format) **no later than June 9<sup>th</sup>, 2017** addressed to President/Executive Director Chris Wells at [cwells@plcnh.org](mailto:cwells@plcnh.org). Materials can also be mailed to Piscataquog Land Conservancy, 5A Mill Street, New Boston, NH 03287.

PLC operates in accordance with the national standards and practices developed by the Land Trust Alliance (LTA), and is currently undergoing national Land Trust Accreditation.

PLC 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.