



NORTHWOODS LAND TRUST

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Position Description – Land Conservation Associate

Northwoods Land Trust Mission: The Northwoods Land Trust (NWLT) promotes conservation by private landowners of natural shorelands, woodlands, wetlands and other natural resources, as public benefits for present and future generations. Based in Eagle River, the Northwoods Land Trust covers Vilas, Oneida, Forest, Florence, Iron, Price and northern Langlade counties in northern Wisconsin's lake country. NWLT primarily works with donations of conservation easements and conservation lands, with over 14,000 acres and 75 miles of lake and river shorelines protected.

Overview of Position:

The Land Conservation Associate provides professional technical support for conservation easements and NWLT-owned conservation lands. The position reports to the Executive Director, works under the general direction of and in cooperation with the NWLT Board of Directors and with other staff to successfully manage and achieve the mission of NWLT. The responsibilities listed below describe the general functions of the position, though the specific responsibilities will be tailored to the skill set of the successful applicant.

Duties and Responsibilities:

Conservation Land Stewardship (50%)

- Coordinate the stewardship of NWLT-owned conservation lands ("fee lands"), including development and implementation of management plans and coordination of volunteer assistance for management projects. Management activities may include monitoring and marking boundaries, installing and maintaining signs, constructing and maintaining trails, boardwalks and parking areas, overseeing implementation of forest management plans, and monitoring for and treating non-native invasive species.
- Establish positive relationships with neighbors, provide active written communication to neighbors as needed, and work constructively with neighbors to address any issues.
- Ensure that every conservation fee land project site is inspected at least once every year, and monitoring reports are filed documenting visits.
- Utilize the NWLT database to input and track land stewardship projects including annual monitoring reports, communications, activities, volunteer and staff time, and other data.
- Assist with monitoring Conservation Easement properties.

New Land Protection (30%)

- Assist with new property owner contacts and preparation of baseline documentation and other technical documents for new conservation easement and conservation fee land projects, including preparation of maps using ArcGIS software.
- Help develop and implement new landowner contact projects in NWLT's service territory focusing on conservation targets identified in the NWLT strategic plan.
- Work to improve the technological capabilities of staff and volunteers for efficient and effective monitoring and baseline data collection using NWLT's conservation database, GIS and other tools.
- Assist other staff in grant development and in preparing narratives and other report information for the Board of Directors, committees, and governmental and foundation grants.

Education & Public Relations (20%)

- Act as a spokesperson for the NWLT by conducting and coordinating educational programs, field tours, special events and presentations on the activities and objectives of the NWLT for lake organizations, conservation groups, service clubs or other organizations.
- Serve as a liaison with neighbors, community members, and conservation easement and land donors, with the understanding that they are also major donors for the organization.
- Assist in preparing informational materials, communications, brochures and publications to promote and support the activities of the NWLT.
- Assist with other administrative and fundraising support tasks as requested for the operation and development of the organization.

Minimum Qualifications:

Education – B.A. or B.S. degree in the conservation of natural resources or a related field, preferred. Associates Degree, considered.

Experience – the successful candidate will have direct experience with conservation land management. Experience with land trust-related conservation work, including with conservation easements and conservation land acquisitions, would be beneficial. A minimum of two years of professional experience with a land trust or conservation agency is preferred.

Skills – Must be detail-oriented and self-motivated. Ability to communicate and collaborate effectively with volunteers, boards and committees, private landowners and a wide variety of other groups and individuals is essential. Also required is the ability to plan, implement, monitor and evaluate land management activities; ability to evaluate and describe natural communities; knowledge of northern Wisconsin ecology; excellent communication skills; strong technical writing skills; ability to occasionally work on a flexible schedule including nights and weekends; and proficiency with computer applications and office systems including Microsoft Word, Excel, PowerPoint. Experience with ArcGIS software is essential, proficiency preferred.

Wages & Benefits:

This position is considered a regular, $\frac{3}{4}$ to full-time employee of the Northwoods Land Trust with benefits described in the Northwoods Land Trust Personnel Policy Manual that include optional participation in a 3% matching SIMPLE IRA retirement plan, paid vacation, sick time and holidays. The Land Conservation Associate has a 30-40 hours/week based on qualifications and is negotiable. In general this position has a flexible work schedule with some evening and weekend hours included as needed. The starting wage is between \$22.00 and \$25.00/hour based on qualifications and experience.

Northwoods Land Trust is in Eagle River, home to the largest chain of lakes in the world and a jumping off point for four-season outdoor recreation. Surrounded by state and federal public forestland this position is a great opportunity for the outdoor recreation enthusiast.

Apply:

Send your cover letter and resume along with three references to nwlt@northwoodslandtrust.org by July 5, 2021.