



UPPER VALLEY  
LAND TRUST

## *Land Steward*

The Land Steward is a full time employee who works under the supervision of the Stewardship Director to conduct annual monitoring of conservation easements and management of our conservation areas and recreational infrastructure.

### **Duties, Responsibilities, and Skills**

#### **MONITORING CONSERVED LAND**

- Conduct the annual monitoring of UVLT easement interests and fee-owned properties (approx. 530 and growing), including field visits, trail and campsite maintenance; preparation of monitoring reports, and verbal and written communication with landowners; tracking necessary follow-up.
- Recruit, train and assign volunteers to assist with stewardship responsibilities
- Maintain monitoring field folders and other project related materials.

#### **OTHER EASEMENT STEWARDSHIP TASKS**

- Assist Stewardship Director in reviewing landowner requests regarding reserved rights or clarification of easement issues.
- Assist stewardship staff in investigating potential conservation easement violations and evaluating remedies and compliance status.
- Assist in the management of the monitoring database; assist in the maintenance of final project files for completed projects.
- Assist in land management activities on UVLT-owned lands (6,000 acres) and with UVLT trail responsibilities (200 miles).

#### **COMMUNITY RELATIONS AND PROGRAM SUPPORT**

- Represent UVLT at meetings and events; maintain working relationships with UVLT landowners and supporters, as well as other conservation professionals and environmental/recreational organizations.
- Support UVLT trustees and staff, prepare program reports and timelines, and participate in strategic discussions and evaluation of programs and policy.

### **DESIRED SKILLS AND PROFICIENCIES**

- Comfort, desire, and experience working in the out-of-doors in variable weather conditions.
- Understanding of and experience with land management issues related to public use of conserved lands.
- Demonstrated ability to work independently and as part of a team.
- Understanding of ecological principles and ability to describe the values of various natural resource types.
- Working knowledge and comfort using Microsoft Office products, including MS Access and Excel.
- Experience and comfort utilizing GPS and basic mapping programs.
- Experience working with or engaging volunteers.
- Excellent speaking, writing and critical thinking skills with an ability to use sound judgment.
- Demonstrated experience with conflict resolution/mediation skills.
- Carpentry and trail work experience.
- Personal vehicle and valid driver's license required- mileage paid at the federal rate.

### **GENERAL**

All UVLT employees are expected to comply with organizational policies and procedures, observe office protocols and participate in staff meetings, retreats and other internal functions as may be assigned. Guidelines for employee conduct are further described in the employee handbook. A job description is a guideline and does not limit the duties that may be assigned by the President or supervisor. The President may revise a job description at any time. UVLT staff positions are non contractual and all employees are considered to be employed "at will."

**COMPENSATION:** Mid-30s plus benefits-commensurate with experience. This is a fulltime, hourly position. Travel throughout the Upper Valley region and some evening and weekend work will be required.

**IF INTERESTED:** E-mail resume and cover letter to Lorie Hood, at the Upper Valley Land Trust at [lorie.hood@uvlt.org](mailto:lorie.hood@uvlt.org) with "Land Steward Position" in the subject line.