

Land Steward

The Land Steward is a full-time employee who works under the supervision of the Stewardship VP to monitor and manage conserved properties, contribute to stewardship programming, coordinate with volunteers and implement stewardship practices, in conformance with Upper Valley Land Trust (UVLT) policies and procedures. The Land Steward joins a stewardship team of five.

LOCATION: Hanover, New Hampshire

Duties, Responsibilities, and Skills

MONITORING CONSERVED LAND

- Conduct annual monitoring of UVLT easement interests and fee-owned properties (more than 550 and growing), including field visits, trail and campsite maintenance; prepare monitoring reports, and verbal and written communication with landowners; track necessary follow-up and recommendations.
- Assist with recruitment, training and support of volunteer Land Stewards and interns who participate in annual property monitoring and related activities.
- Maintain monitoring field folders, other project related materials, and procedures as needed for effective and efficient monitoring.

OTHER EASEMENT STEWARDSHIP TASKS

- Assist the Stewardship VP in the review of landowner requests regarding reserved rights, amendments or clarification of easement issues; with appropriate referrals to natural resource professionals and stewardship best practices; and in supporting landowners and their advisors when a sale of conserved land is contemplated
- Assist in outreach to new owners of previously conserved lands.
- Assist the Stewardship VP in the investigation of potential conservation easement violations, evaluation of remedies and status of compliance.
- Assist in the management of the monitoring database; assist in the maintenance of final project files for completed projects.

COMMUNITY RELATIONS AND PROGRAM SUPPORT

- Participate in development and delivery of stewardship programs, represent UVLT at meetings and events; maintain working relationships with other conservation professionals and environmental and recreational organizations.
- Support UVLT trustees and staff, prepare program reports and timelines, participate in strategic discussion and evaluation of programs and policy.

DESIRED SKILLS AND PROFICIENCIES

- Comfort, desire, and experience working in the out-of-doors in variable weather conditions.

- Experience navigating varied terrain and land conditions, finding boundaries, reading maps.
- Familiarity with flora and fauna of the Upper Valley and an interest in naturalist skills.
- Strong interpersonal skills.
- An ability to use sound judgment, enjoy engagement with landowners and their varied interests and situations and land management goals.
- Demonstrated conflict resolution/mediation skills.
- Working knowledge of Microsoft Office products, including MS Access.
- Experience and comfort utilizing GPS and basic mapping programs.
- Experience with ArcGIS systems and applications.

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 UVLT's employee handbook.

This job description is a guideline and does not limit the duties that may be assigned by UVLT's president or your supervisor. UVLT's 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."

This position is open until filled. Compensation is based on experience and is anticipated to be in the range of \$21 to \$24.25 per hour (\$43,680 to \$50,440 annually). Benefits, including full health care benefits and 401(k) plan with employer match, are available for this position. UVLT is an equal opportunity employer. To apply, please send resume and cover letter to:

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