



Job Title: Stewardship Associate

Qualified candidates should submit a cover letter and resume to Pam Brown, Conservation Director at PBrown@frenchandpickering.org

Position Description

The Stewardship Associate monitors all properties under easement with French & Pickering and all French & Pickering fee-owned properties at least once each calendar year and assists the Conservation Director. This position provides advance notice to the landowner when onsite monitoring is to be undertaken to communicate the date and relative time of the scheduled site visits at least 14-21 days in advance via US mail, email or phone call with a note to the file as to the date and time of the phone call. Additional visits undertaken as directed by the Conservation Director in special instances such as in the event a violation is suspected or follow up visit is needed to monitor corrective action. This position is responsible for establishing a monitoring schedule and visitation sequence that maximizes efficiency and minimizes travel time. The scheduled visit time may be rotated to different seasons from year to year to capture a more complete understanding of the relative environmental health of the property in different seasons and to add a more random quality to the visits (to minimize the confidence they will not be detected should any eased landowners willfully plan activities they believe may violate the terms of the easement). Each visit shall include walking enough of the eased area to determine the degree to which the land is being used in a manner consistent with the restrictions. Photographs with their specific location noted on a map along with the direction of view shall be taken to provide photo documentation of site conditions at the time. A monitoring visit report signed by the landowner shall be secured for each annual inspection. The Stewardship Associate reports to the Conservation Director.

Responsibilities:

- Review Conservation Easement prior to each annual monitoring visit
- Create and execute annual monitoring schedule
- Create quarterly monitoring and violations reports
- Prepare and send "Welcome Packets" to all new easement landowners
- Produce timely and accurate annual monitoring reports for each preserved property including photo documentation and landowner signatures
- Maintain current information for preserved landowners (name, address and contact information at a minimum) in the file and electronic databases as may be in use
- Maintain all landowner records in an accurate and orderly manner
- Maintain high quality property maps that are representative of the important natural features being preserved, correspond to the easement (for example, showing different protection "zones" or "areas" with varying permitted uses or use intensity), that note photo documentation stations and correspond to any areas of concern
- Ability to identify and coordinate remediation actions for violations



- Serve as ambassador of the work and mission of French & Pickering to inspire support (compliance, stewardship, membership/donations, and overall positive impression)
- Record visits and maintain records consistent with organizational policy (2 hard copies in three ring binders offsite, one hard copy onsite in working file and one electronic/digital file to be kept on French & Pickering database which is backed up daily)
- Assist the Conservation Director with Baseline Documentation Reports and Conservation Easement projects as needed
- Other duties as assigned

Requirements

- Strong interpersonal and problem-solving skills including the ability to work with difficult people in a constructive and positive manner
- Dependability, flexibility and ability to proactively identify and implement ways to maximize the efficiency of monitoring and related landowner compliance and stewardship
- Demonstrated working knowledge of conservation easements, standard enforcement protocols, and associated conflict resolution skills
- Excellent physical condition and able to climb hills, fences, negotiate brambles and poison ivy/oak and stinging nettles, have good directional skills, willing and able to traverse creeks, wet areas, areas with ticks, farm fields and manure
- Must be able to use a computer and/or compass and map to navigate unmarked territory and be at ease with farm animals and domestic pets (and familiar with farm/property rules as applicable)
- Ability to work independently and as a member of a team
- Working knowledge of Microsoft Office (Primarily Outlook, Excel and Word and data entry in Access)
- Demonstrated customer service skills and ability to work with a variety of people
- Possess and demonstrate the attitude, aptitude and ability to work harmoniously and productively with staff and committees, representing the Trust in an ethical and professional manner
- A minimum of two years professional experience with conservation easements
- Possess a valid driver's license and have an insured motor vehicle

Critical Attributes

The successful candidate will be a proactive thinker and a positive problem solver who can effectively multi-task, with a strong work ethic and who has a commitment to the organization's mission. Understanding the perspective of others and representing the organization's land preservation and stewardship responsibly to internal and external clients in an accurate and concise way that engenders cooperation and support is critical. Working with volunteers, co-workers, and interacting with landowners, the public and stakeholders in a calm professional manner is required. In addition to these technical, communication, and interpersonal skills, the Stewardship Associate should have a sense of humor and the ability to remain positive and see the opportunity presented by unexpected challenges.

Period of Employment: This is a Part-Time position with hours to be determined on an annual basis, currently at 30 hours per week. Position will require flexing time to accommodate landowners for site inspections as well as attending and helping at evening events.