



# Westchester Land Trust

<b>Job Title:</b>	Conservation Easement Steward	<b>Position Type:</b>	Full-time, Permanent, Exempt
<b>Location:</b>	Bedford Hills NY	<b>Reports To:</b>	Director of Stewardship

## **Background:**

The non-profit Westchester Land Trust (WLT), founded in 1988, is the leading land conservation organization prioritizing the entirety of Westchester County and eastern Putnam County and was one of the first land trusts in the nation to be accredited through the independent Land Trust Accreditation Commission. WLT has protected nearly 9,000 acres across 260 conservation easements, preserves, and other lands. We have a small professional staff of 9, and all work together as a team to achieve WLT's mission to protect and to steward our region's priority conservation lands.

## **Position Overview:**

WLT is looking for an enthusiastic team member to oversee a portfolio of 211 (and growing) conservation easements. The ideal candidate finds equal excitement in both investigating unique protected ecosystems and in producing highly detailed and organized documents to meet the ever-critical policies and procedures of WLT's *Land Policy Manual* and Land Trust Alliance's *Standards and Practices*. The chief responsibility is performing annual monitoring of our conservation easements. The position also assists in preserve stewardship projects, programs, and events. This is an exciting entry level position offering exposure to the land trust fundamentals of land conservation and management. The position is about 50% field based, and 50% office based.

## **Duties and Responsibilities:**

- Complete WLT's annual monitoring responsibilities for its ever-growing portfolio of 211 easements including annual site visits to ensure compliance with easement terms and WLT policies;
- Manage all routine correspondence with easement owners including scheduling and inquiries;
- Produce all records documenting monitoring visits as required by WLT and LTA standards including maps, reports, letters, memos, photos;
- Identify and document potential easement violations with data and testimony; work with Director of Stewardship towards resolution;
- Cultivate strong working relationships with easement landowners;
- Continuously look for opportunities to improve effectiveness and efficiency of all aspects of conservation easement monitoring including databases, software, equipment, and procedures;
- Support WLT preserve stewardship including ecosystem management and maintenance;
- Assist in the creation of Baseline Documentation Reports, Property Condition Reports, Preserve Management Plans, and Property Profile Forms for potential acquisitions, as needed;
- Cultivate and grow WLT's support base by helping with educational programs, fundraising events, volunteer days, field walks, and more;
- Help with recruitment, supervision and evaluation of interns and volunteers;



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- Participate in WLT's collaboration with other organizations, agencies and individuals to increase public awareness of WLT goals and mission;
- Submit content that supports WLT communications including social media, newsletters, and other outreach material;
- Assist other WLT staff with projects as needed.

### **Education and Experience Requirements:**

- Bachelor's degree in preferred fields of natural resources, conservation, biology, ecology, forestry, surveying, or related field;
- Cumulative one-year work experience in related field preferred.

### **Other Requirements:**

- Ability to independently walk several miles per day over rough terrain in poor weather;
- Strong interest in interpreting and producing accurate, highly detailed, and legally technical documents;
- Ability to work in a professional office environment;
- Reliable personal vehicle and valid driver's license (mileage reimbursement for travel to and from field sites);
- Excellent interpersonal written and oral skills;
- Facility in communicating with people of all ages and backgrounds;
- Proficiency or strong ability to quickly learn software or apps including but not limited to GIS (ESRI), Avenza, Airtable, Microsoft Office;
- Willingness to assist in preserve management including use of hand tools, power tools, and other physically demanding field work.

**Benefits:** Competitive benefit package including health insurance, retirement plan/employer match, 11 paid holidays and generous PTO.

**Salary:** \$48,000-\$52,000, plus eligibility for merit bonuses.

**Location:** This is a hybrid position with an office located in Bedford Hills, NY, and flexible work-from-home options.

**Start Date:** ASAP

**To Apply:** Applications will be reviewed on a continuous basis until position filled. Please send cover letter and resume to [info@westchesterlandtrust.org](mailto:info@westchesterlandtrust.org). No phone calls please. Applications without a cover letter will not be reviewed.

*Westchester Land Trust is an equal opportunity employer and acts in accordance with applicable law in all of our hiring and employment practices.*

**Posting Date:** 3/23/2022