

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

### Background & Overview:

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 8,500 acres across 260 conservation easements, preserves, and other lands. We have a small professional staff of 10, and all work together as a team to achieve WLT's mission to protect and to steward our region's priority conservation lands.

### Overview:

WLT is looking for an enthusiastic team member to oversee all aspects of a growing portfolio of over 200 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, conservation 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 85% easements, 15% preserve management and other; while about 60% is field based, and 40% is office based.

### Duties and Responsibilities:

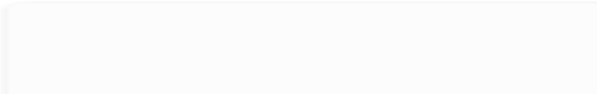
- Complete WLT's annual monitoring responsibilities for its ever-growing portfolio of 209 easements;
- Make annual site visits to conservation easements to ensure compliance with easement terms and WLT policies; multiple visits may be necessary for some properties;
- Manage all routine correspondence with easement owners including scheduling and inquiries;
- Produce all records documenting monitoring visits as required by WLT and LTA standards including GIS 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 trail work;
- Assist in the creation of Baseline Documentation Reports, Property Condition Reports and Preserve Management Plans as needed;
- Assist WLT staff with preserve, conservation, and development programs including volunteer days, field walks, student lessons, fundraisers, and other special events;
- Help with recruitment, supervision and evaluation of interns and volunteers;
- Participate in WLT's collaboration with other organizations, agencies and individuals including increasing 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.
- One-year work experience in related field preferred.

**Other Requirements:**

- Ability to independently walk several miles per day over rough terrain in poor weather;
- Proven aptitude for 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;
- Excellent interpersonal written and oral skills;
- Facility in communicating with people of all ages and backgrounds;
- Proficiency with use and interconnection between GIS, field apps, and GPS, or strong ability to quickly master;
- Proficiency with industry-specific computer software (Microsoft Office, Adobe, internet);
- Interest in working independently;
- Willingness to assist in preserve management including use of hand tools, power tools, and other physically demanding work.



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

**Start Date:** January 2020, flexible

**Applications Due:** Until position filled.

**Salary:** \$42,000, plus eligibility for annual merit bonus

**To Apply:** 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.