

## **JOB ANNOUNCEMENT**

### **Easement Stewardship Coordinator**

**Description:** The Easement Stewardship Coordinator provides oversight and leadership to all facets of Legacy Land Conservancy's conservation easement stewardship program: conservation easement landowner communication, education and engagement; facilitation of annual conservation easement monitoring objectives including coordination of Legacy's volunteer photo-monitoring team; and management of conservation easement violations. This position must also provide appropriate supervision to any work-study students, interns, and staff who assist with conservation easement stewardship tasks. The position requires cooperative engagement with other land department staff, grant/development and communications staff, and external partners.

**Reports To:** Executive Director *{Is part of a 3.5 person Land Team that works cooperatively}*

**Hours:** Full-time Regular, 40 hours per week. Flexible schedule required as weekend and evening events are occasionally required. Legacy embraces a remote work culture but a full work-station in our business office is provided. The position requires time in the field and at the office and is somewhat seasonal as it relates to field versus office duties.

#### **Responsibilities/Duties:**

- Oversee annual monitoring of 90+ conservation easement properties monitored by Legacy Land Conservancy including necessary documentation and reporting.
- Manage documentation and record-keeping for monitoring and other easement stewardship activities consistent with Land Trust Alliance standards.
- Recruit, train, inspire, and celebrate Legacy's volunteer photo-monitoring team.
- Assist photo-monitoring team with using Landscape software, tablets, and other technology to monitor.
- Maintain easement stewardship technology and be able to translate it's use to others.
- Create Baseline Documentation Reports for conservation easement projects.
- In coordination with the Executive Director and Legacy Staff, manage contract for fee-for-service Baseline Document Report creation with partners.
- Manage and record communications with conservation easement landowners including new landowner education, permissions, easement interpretation, and general questions.
- In coordination with the Executive Director and appropriate legal counsel, manage violations occurring on Legacy's conservation easement properties.
- Review of draft conservation easements to ensure enforceability.
- Facilitate conservation easement amendments in concert with Land Acquisition Manager and with appropriate legal counsel.
- Provide bi-monthly report to Land Protection – Stewardship Committee on monitoring progress and relevant news and developments and attend those meetings for reporting purposes.
- Occasional public speaking related to educational events, partner presentations and public relations events.
- Participate regularly as part of Legacy's "Land Team" to help plan and implement Legacy's organization-wide land protection program.

#### **Required Qualifications:**

- Two to five years related experience in ecology, environmental science, natural resource management, legal review of easements, or a related field.
- Familiarity with land trust operations, issues, and best practices preferred.
- Must be able to work efficiently outdoors in varying conditions and terrains.
- Knowledge or prior experience with ArcGIS, GPS, Microsoft Office and Adobe Suite.

**Compensation:** \$46,000 salaried. Legacy provides a competitive benefits package including health, dental, vision, life insurance, long-term disability, professional development opportunities and paid PTO.



**To Apply:** Send resume, cover letter, and references to [aagler@legacylandconservancy.org](mailto:aagler@legacylandconservancy.org) (email subject line: Easement Stewardship Coordinator Position).

**Application Deadline:** Please submit a cover letter, resume, and references by October 18, 2021.

Legacy is committed to fostering a culture of diversity, equity and inclusion. We embrace people from all backgrounds, experiences and viewpoints, because we value the collective sum of our individual differences, unique capabilities and talents. We encourage and support our employees' differences in age, race, color, ability, ethnicity, family or marital status, sexual orientation, gender identity or expression, language, national origin, political affiliation, socioeconomic status, veteran status and any other characteristics that make our employees unique.

Legacy Land Conservancy is an accredited land conservancy founded in 1971 to protect the forests, fields, wetlands, and rivers of southern Michigan. Serving Washtenaw, Jackson, and Lenawee counties, Legacy's mission is to secure for current and future generations a land base for nature, agriculture, fresh water, and recreation today and forever. More information: [www.legacylandconservancy.org](http://www.legacylandconservancy.org). **Legacy Land Conservancy is an Equal Opportunity Employer.**