



Seasonal Conservation Easement Steward

Easement Stewardship Department

Reports to: Jack Minich, Senior Regional Stewardship Manager

Salary: \$18/hour

Nonexempt

Part-time or Full-time

Temporary (10-14 weeks)

Equity, Inclusion & Collaboration

The Forest Society is an equity-based employer. We value a diverse workforce and an inclusive culture. We value staff that work for the good of the whole; that can affectively collaborate to achieve shared goals of their department, as well as the organization.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status or and other protected status as required by applicable law.

Position Summary: The seasonal conservation easement steward provides technical and administrative support to five professionals in the Easement Stewardship Department in their ongoing stewardship of our 760+ conservation easements and deed restrictions, plus 150 executory interests across New Hampshire. The seasonal steward's primary role will be to perform site visits to assist the easement stewardship department in meeting their ground monitoring goals, collecting data for and writing Current Conditions Reports and to work on special projects. This is a temporary position with a flexible start date in June and ending in August or September to suit the successful candidate's schedule. Similarly, the position can be part-time from 25 hours per week up to full-time.

Essential Duties and Responsibilities (includes some, to all, of the following):

- Perform 40-60 conservation easement monitoring visits, with other staff and independently, on properties throughout New Hampshire;
- Conduct research for and write Current Conditions Reports;
- Perform basic administrative functions, including: processing of correspondence, filing, updating template documents, and generation of mailings;
- Maintain database records in support of program activities;
- Work effectively using ArcGIS mapping software in support of program activities;
- Organize GIS data and take part in targeted projects;
- Write blog posts about the experience of being a seasonal steward;
- Attend Staff and Department meetings;
- Complete time sheets, mileage records, and human resources documents;
- Prioritize tasks to complete work in a timely and accurate manner;
- Act as an advocate for the Forest Society in all interactions – treat every interaction as an opportunity to add a new member or thank an existing member;
- Other duties as required.

Contributions/Outcomes: The seasonal conservation easement steward aids the Easement Stewardship Department in completing crucial seasonal monitoring tasks and maintaining appropriate documentation in the easement stewardship files. The position provides a rewarding seasonal role for a graduating student with a related degree, an individual with prior natural resources field experience, or a conservation professional mid-career. The seasonal steward will be included in many aspects of the Easement Stewardship Department's work and will complete their time with a good understanding of best practices for conservation easement stewardship.

Qualifications and Skills required:

- Bachelor's degree (2023 graduation date acceptable) in appropriate field related to conservation or natural resources. Additional experience in land conservation or natural resources field preferred.
- Proven written and oral communication skills and attention to detail;
- Experience with ESRI ArcGIS software (experience with ArcGIS Pro, ArcMap and ArcGIS Online—including Story Maps—preferred) and Microsoft Office suite;
- Ability to navigate in the forest alone with map, compass and mobile field applications, sometimes in remote areas;
- Self-motivated and able to manage multiple tasks requested by multiple people;
- Commitment to conservation;
- Reliable, with high attention to detail;
- Friendly and comfortable dealing with the public;
- Team player, but able to work with minimal supervision on certain assignments;
- Valid driver's license, proof of insurance, and access to a reliable vehicle.

Working Conditions:

The position is based at the Conservation Center, in Concord, NH. The position includes a combination of office work, field work and travel throughout New Hampshire. Field work may be in inclement weather on occasion. Tele-commuting and in office work possible. Environmentally sustainable office building within walking distance of wooded trails.

Physical Requirements:

Ability to move over rough terrain for extended distances and to navigate alone in remote areas.
Ability to drive a car safely.

Direct Reports:

None

Approvals

Manager: Naomi Brattlof

Date: March 2, 2023

Human Resources: Michelle Morse

Date: March 2, 2023

Last Reviewed: March 2, 2023