



Land Protection Assistant & Database Manager

Land Protection Department

Reports to: Senior Director of Land Conservation **Salary Range:** \$26,000 - \$29,000

Position is non-exempt, full-time (37.5 hrs./wk.), and not temporary.

Position Summary: Provide administrative and technical support to eight professionals in the Land Protection Dept. in their completion of real estate transactions and their ongoing stewardship of conservation easements. Also, manage the Forest Society's "Conservation Connections" database, containing records for all of the organization's lands and conservation easements.

Essential Duties and Responsibilities:

Provide administrative support to others in their acquisition of land & conservation easements, sale of land, & amendment of conservation easements, e.g.:

- Coordinate flow & storage of transactional documents & electronic data, some of which is highly confidential (personal and/or financial data);
- Obtain deeds from Registries of Deeds, & proofread legal property descriptions;
- Prepare & submit state forms & prepare recognition awards, prior to closings; &
- Record documents & maintain account balances at Registries of Deeds;

Manage database & hardcopy records for land transactions:

- Enter data into, manage, design queries for, and produce reports from, "Conservation Connections" database w/ 1,200+ records; ensure quality control among others inputting data; & train other staff, including those outside Dept., in basic use of database; &
- Assemble & archive land project files, in collaboration with project managers;

Prepare agenda, serve as recording secretary, & draft minutes for meetings of Land Protection Committee;

Assemble information for annual audit review of real estate transactions;

Respond to requests from other staff, members, conservation partners, & public;

Supervise volunteers & their work in support of Department;

Perform basic administrative functions, incl.:

- Processing of correspondence, filing, updating of lists, info sheets, & template documents;
- Generation of mailings; &
- Occasional errands, copying, & preparation of rooms for meetings;

Attend regular departmental and full staff meetings, and Forest Society's Annual Meeting;

Provide occasional back-up support for other administrative staff positions during absences, periods of unusual workload, etc. on as-needed basis; &

Perform other duties as directed.

Qualifications and Skills required:

Experience with the Microsoft Office suite, including Access, Word, and Excel;
Knowledge of basic components of real estate transactions;
Ability to manage workflow involving multiple tasks requested by multiple people;
Reliable, with high attention to detail;
Team player, but able to work w/ minimal supervision;
Commitment to conservation;
Friendly, and comfortable dealing with the public;
Quick learner, esp. of technical issues; and
Reliable vehicle, driver's license, and proof of insurance.

Helpful but not necessary:

Experience in Powerpoint;
Supervisory experience; and
Experience teaching or instructing others.

Working Conditions:

Position is based at the Conservation Center, in Concord, NH, in an environmentally sustainable office building within walking distance of wooded trails.

Weekend or evening work is required typically not more than a few times per year, e.g. Forest Society's Annual Meeting.

Occasional travel is needed to other locations in NH, e.g. to Town Offices, or Registries of Deeds for closings and/or recording of documents.

Physical Requirements:

Most of this job requires work at a desk and computer station, in an office setting.

Direct Reports: Occasional volunteers

Approvals

Manager: *Thomas A. Howe*
Date: July 23, 2010

Human Resources: *Denise Vaillancourt*
Date: July 20, 2010

Last Reviewed: