

Position Title: Land Protection & Stewardship Coordinator

Reports to: Vice President for Land Conservation

Salaried, Part-time, Non-exempt

30 hours per week

\$23.00 per hour

Position Summary: The Land Protection & Stewardship Coordinator supports the work of both the Land Protection and Easement Stewardship Departments by providing administrative support for the protection of new fee and conservation easement properties and the ongoing stewardship of conservation easements. The coordinator is responsible for recordkeeping, data entry, and research needed to support the two departments and maintain accreditation standards. This position is vital to ensuring the programs meet the requirements of the Land Trust Alliance Standards and Practices and criteria for continued Accreditation from the Land Trust Accreditation Commission. This position is based at the Conservation Center in Concord, NH.

Essential Duties and Responsibilities:

- Provide administrative support to the Stewardship and Land Conservation teams, participating fully with both Departments and taking on specific assignments as needed.
- Maintain sound paper, electronic and digital project records and assist with organizing, maintaining, and closing of land conservation and stewardship project files, all in accordance with internal policies and practices, the Land Trust Alliance Standards & Practices, and the Land Trust Accreditation Commission standards.
- Conduct data entry into LOCATE, the stewardship and land conservation database, ensuring all fields are accurately populated and up to date.
- Assist with the creation and running of reports in support of the Stewardship and Land Conservation teams.
- Request, receive, and enter monitoring reports into LOCATE for lands on which SPNHF has an Executory Interest.
- Reporting to other organizations and agencies which hold back up interests on our lands and easement.
- Assist with the administration of regional conservation plans.
- Gather data, documents, and research specific questions or issues, including County Registries of Deeds.
- Assist with preparing annual department reports and easement stewardship newsletter.
- Answer general email and phone inquiries for easement stewardship and land conservation, including assisting the public.
- Assist with scheduling, development and sending out meeting materials, prepare meeting minutes, and other preparation for Land Protection Committee meetings.
- Schedule department meetings and other meetings as needed.
- Coordinate Easement Stewardship spring landowner mailing, reports to landowners.
- Provide timely information to other departments as needed, including to the finance department for the annual audit and the communications department for the annual report.
- Assist with other administrative tasks as may be assigned to support the organization's mission.

Contributions/Outcomes:

The Land Protection & Stewardship Coordinator supports programmatic functions through transaction processing and reporting. The accuracy and timeliness of this work is vital to the efficient functioning of the land protection and easement stewardship departments, to the ability of other departments to meet their deadlines, and to the Forest Society's ability to meet the Accreditation Standards and Practices set forth by the Land Trust Alliance.

Qualifications and Skills Required:

- Associate's degree required, bachelor's degree in a related field preferred.
- Three to five years' work experience in an administrative role.
- Experience with clerical procedures and systems such as recordkeeping and filing.
- Proficiency in use of the Internet and Microsoft Office, esp. Word, Excel, and PowerPoint.
- Experience using LOCATE, Salesforce, or other online databases.
- Ability to manage workflow involving multiple tasks requested by multiple people.
- Reliable, with high attention to detail and excellent accuracy. Quick learner, especially of technical issues.
- Team player, but capable of working independently. Friendly and comfortable dealing with the public.
- Effective communication skills, both written and oral.
- A reliable vehicle, driver's license, and proof of insurance.

Working Conditions:

The position is based in an environmentally sustainable office building within walking distance of wooded trails. The person in this position operates computers, printers, photocopiers, and basic office equipment. Occasional travel is needed to other locations in NH, e.g., to Forest Society properties, Town Offices, or Registries of Deeds. Weekend or evening work is occasionally required, typically not more than a few times per year.

Physical Requirements:

Most of this job requires work at a desk and computer station in a partitioned space without privacy, in an office setting. Ability to travel in state. Must be able to lift to fifteen pounds.

Direct Reports:

Occasional volunteers

Equity, Inclusion & Collaboration: The Forest Society is an equity-based employer. We value a diverse staff and an inclusive culture. We value staff that work for the good of the whole; that can effectively 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 any other protected status as required by applicable law.

Position Questions & Application

Questions regarding this position should be directed to: Stephanie Milender, Human Resources Director at smilender@forestsociety.org

How to Apply: Please send resume and cover letter to smilender@forestsociety.org