



# Orange County

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# LAND TRUST

**Position:** Stewardship Coordinator

**Reports to:** Executive Director

**Position Summary:**

The Stewardship Coordinator is a boots-on-the-ground and landowner-facing position to manage our conservation easement and fee-owned nature preserve portfolio. The Stewardship Coordinator leads the day-to-day land management functions of the organization including: annual monitoring of conservation easements; stewardship management of fee-owned nature preserves; development of baseline documentation, current condition reports, and land management plans; and coordination and supervision of stewardship volunteer events.

**Primary Duties and Responsibilities:**

***Conservation Easement Monitoring***

- Conduct annual monitoring of conservation easements including: completion of in-person site visits and remote high-resolution aerial imagery inspections to assess compliance of the conservation easement; build and maintain strong relationships and open channels of communication with our landowners to facilitate compliance; develop monitoring forms, maps, and other documentation in accordance with accreditation standards; respond to questions on interpretation of conservation easements; be a responsive resource on sound land management for landowners; present stewardship updates at monthly stewardship committee meetings; and assist with responding to easement violations.
- Develop baseline documentation reports for new conservation easement acquisitions and current condition reports to document any major updates on existing properties.

***Nature Preserve Land Management***

- Manage the stewardship of fee-owned nature preserves including: monitor trails and preserve boundaries; address stewardship issues such as hunting encroachments or dumping; maintain and improve public access including construction of trail improvements; coordinate contractors for land management; post trail blazing and preserve signage; and engage with preserve visitors.
- Create, update, and implement land management plans for OCLT nature preserves.
- Improve our volunteer base and engage organization members by coordinating and leading stewardship volunteer events including invasive species management, trail maintenance, and improvement of preserve amenities.

***General Operations***

- Assist as needed with events, communication, public outreach, and other duties as assigned.

**Required qualifications:**

- Demonstration of a strong interest in, and dedication to, conservation of natural resources
- Bachelor's degree in environmental studies, forestry, biology, or a related subject; field and career-change candidates welcome
- Strong interpersonal skills, ability to cultivate relationships, diplomacy, and oral and written communication skills
- Ability to navigate in the forest with maps, GPS and/or compass, and occasionally alone in remote locations
- Functional knowledge of and proven ability to create and edit maps using ESRI ArcGIS
- Functional knowledge of standard office software such as Microsoft Office Suite
- Basic knowledge of natural history, ecology, and/or biology
- Valid driver's license

**Additional desired skills:**

- Experience monitoring fee-owned land and assessing compliance on conservation easements
- Experience in the management of protected lands or the development of trail systems
- Experience and willingness to work with and manage volunteers
- Ability to safely operate landscape equipment such as mowers, weed whackers, chainsaws
- Basic familiarity with the twelve standards of the Land Trust Alliance Standards and Practices
- Knowledge of ecological, habitat, and water resource aspects of the Northeast region

**Physical Requirements:**

- Moderate travel in and around Orange County (mileage on personal vehicle will be reimbursed)
- Ability to traverse on foot off-trail over varied terrain for several miles
- Frequently sits, speaks, reads, writes, and uses a computer keyboard
- Occasional evening and weekend work

**Benefits Package:**

The Orange County Land Trust offers a generous benefits package including the following:

- 15 days paid vacation starting the first year
- 11 holiday days per year
- 12 days of sick leave/personal days per year
- Employees may enroll in the health plan after ninety (90) days of employment, the Land Trust pays a stipend towards premium cost for single coverage of full-time employees; dental coverage is offered and is paid for by employees
- Eligible for enrollment in a retirement plan after one full year of employment
- Training and professional development is encouraged

OCLT Stewardship Coordinator

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The Orange County Land Trust, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, creed, gender, gender expression, age, national origin, ancestry, disability, marital status, sexual orientation, gender identity, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of board members, other volunteers, contractors and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, board members, other volunteers, contractors, and vendors.

This position is based out of the OCLT's office in Cornwall, NY.

Salary: \$46,000

Application Instructions: Please email cover letter and resume as a single PDF to [info@oclt.org](mailto:info@oclt.org) with "LAST NAME-Stewardship Coordinator" in the subject line by February 24, 2023.