



JOB DESCRIPTION

Stewardship and Project Coordinator

Location: Service Area includes Valley, Adams, Washington and Idaho Counties. Office located in McCall, Idaho.

Job Type: Full-time, exempt Salary Position

Application Timeline: Position will remain open until filled.

Salary Hiring Range: \$45,000-\$55,000 plus benefits, including health insurance stipend, employee retirement benefit contribution and training opportunities. *(POV mileage reimbursed at the Federal Government rate)*

Work environment: The position is up to 50% field based. Work schedule is generally Monday-Friday for team coordination purposes. Flex-time and some level of remote work are available with approval. Occasional (1-3 times monthly) evening and weekend work required for volunteer work parties, property visits or Trust events.

Reports to: Executive Director

Our Mission: Payette Land Trust is dedicated to conserving the rural landscapes of West Central Idaho to benefit our communities, and to protecting the scenic, agricultural, recreational, historic, and wildlife character of the region.

About the Payette Land Trust: The Payette Land Trust (PLT) is a 501 (c) 3 not-for-profit conservation organization based in McCall, Idaho.

- PLT is nationally accredited with a 30-year history of conservation throughout West Central Idaho.
- Since 1993, PLT has worked with dozens of families to forever conserve over 3,180 acres, opened up miles of public river access and implemented numerous conservation easements.
- PLT works with over 240 supporters and several partner organizations to accomplish its mission.
- PLT participates on a State and National Level within the larger Land Trust community.

We see a future where the region's pristine rivers, meadows and lakes are maintained for present and future generations; public access and connectivity of lands are available to encourage people to participate in their environment; and population growth and development are matched by land conservation for future generations.

We invite you to become part of a dynamic, dedicated team of conservation professionals, volunteers, and landowners that work together to protect and steward priority conservation lands.

Position Summary: PLT is looking for a talented Land Stewardship and Project Coordinator to join our dynamic team. This is a full-time, exempt (salaried) position reporting to the Executive Director. The Land Stewardship and Project Coordinator supports oversight of the conservation easement portfolio for the organization, including conservation easement monitoring, support with enforcement and curing of violations, landowner education and relationships, support with easement amendments, agency relationships, restoration oversight, initial new project support and supporting the administration workload.

The Land Stewardship and Project Coordinator works in collaboration with the team to ensure our organization upholds our perpetual conservation obligations and conducts all work in a proactive, professional, expert manner. This position will represent the organization throughout Adams, Idaho, Valley and Washington counties in a variety of settings, including in the field, in community meetings, and with supporters.

Responsibilities:

- Coordinate and perform conservation easement monitoring visits, including preparation of monitoring reports and communicating with property owners and land managers.
- Support in the monitoring and management of fee-owned properties.
- Develop and maintain thorough property records per Land Trust Alliance Standards & Practices
- Identify potential easement violations and support in their resolution and enforcement.
- Support the Executive Director in pursuing easement amendments as needed.
- Landowner relationship management is built on trust, mutual respect, and Land Trust expertise.
- Represent the Land Trust as the easement holder at a variety of meetings, including public meetings, site visits, and with neighbors. *(POV mileage reimbursed at the Federal Government rate)*
- Develop baseline documentation reports and management plans for new acquisition projects to identify conservation values, document existing property improvements and uses, and describe natural, agricultural, historic, and scenic resources.
- Coordinate with advisors and vendors to procure services, biological and other resource surveys, etc.
- Work closely with the Executive Director, Community Outreach and Program Coordinator and Board Members to ensure our organization upholds our conservation obligations and conducts our work in a professional, expert manner.
- Stay abreast of local, state, and federal policies relevant to land conservation.
- Help with and attend Land Trust events as requested.
- Help with initial new project support.
- Fundraising and Grant writing.

Valued Qualifications:

- 2+ years of field work in agriculture, timber, fire management or other conservation experience, such as biological monitoring, surveying, habitat restoration, or similar
- College degree in relevant field, or commensurate experience and a valid Driver's License
- Experience with relevant Federal, State and Local Government programs.
- Knowledge of ecology, habitat types, conservation practices; knowledge of or the ability to quickly learn local flora and fauna.
- Project management experience including ability to set objectives and manage multiple projects.
- Strong interpersonal, oral, and written communication skills that can be adapted to reach a wide range of individuals and used to build consensus. Ability to synthesize and communicate technical and complex information for a non-technical audience.
- GIS and mapping skills (ESRI, ArcGIS or Google Earth), including GPS, data analysis, database management, and ability to create clear, visually compelling maps to support a variety of conservation planning and land protection projects.
- Proficient with office software programs, such as Microsoft Office, Word, Power Point, and Adobe Acrobat, or an ability to quickly learn new software programs.
- Passion for land conservation and commitment to working with the community to advance the Land Trust's mission.
- Willingness to travel regularly throughout West Central Idaho and occasionally work weekends and some evenings. *(POV mileage reimbursed at the Federal Government rate)*

How to Apply:

Please submit a resume, and a compelling cover letter, to Craigutter@payettelandtrust.org with the subject: Land Stewardship and Project Coordinator. The position will remain open until filled. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an initial phone interview. The Payette Land Trust is an equal opportunity employer.