



Job Title: Conservation Coordinator

Position Description

The Conservation Coordinator advances French & Pickering's land preservation goals. The position works under the direction of the Conservation Director in cooperation with the Land Preservation Committee with oversight by the Executive Director.

This position represents French & Pickering Creeks Conservation Trust to landowners, stakeholders, supporters, Boards and Committees, township Open Space Committees and Land Trusts, local/county/state elected officials, partner organizations and participates in work groups and advisory panels as requested. The Conservation Coordinator reports on preservation activities and accomplishments to funders (including Foundations), the annual magazine, e-blasts, social media, press releases and promotes the work of French & Pickering at special events. This position is responsible for securing capital and operating funds for land preservation work from public and private sources. The successful execution of these responsibilities requires establishing and maintaining positive relationships with a wide variety of stakeholders, funders, landowners, staff, constituents, negotiating and drafting easement and purchase agreements, and securing the necessary organizational, political and financial support.

Period of Employment: This is an exempt position; however, the Conservation Coordinator is expected to be available during standard office hours of 9:00 am - 4:30 pm. This position will require work outside of the standard office hours as necessary to attend evening meetings (particularly municipal meetings) and to meet with landowners at their convenience. The Conservation Coordinator shall maintain a current and clear line of communication with the Executive Director regarding their attendance, hours worked, and shall keep co-workers apprised of their availability so that they can coordinate projects efficiently and effectively.

Compensation: Salary based on experience. Current benefits include 85% medical, short-term and long-term disability, 1:1 Simple IRA match up to 3% of annual pay, 10 holidays, and paid time off starting at 16 days annually up to 31 days based on length of service.

To apply, please send cover letter and resume addressed to Bill Gladden, Executive Director at bgladden@frenchandpickering.org