



Position: LAND PROTECTION COORDINATOR

Reports to: Executive Director
Status: Part-time, 25 hours per week

Salary: \$20.50/hour with paid holidays

Position Summary

The Land Protection Coordinator works with landowners, municipalities and grant funders to facilitate the protection of important land and waters in the Pocono Mountains. In tandem with Pocono Heritage Land Trust's Executive Director and Acquisition Committee, the Land Protection Coordinator will manage and complete land protection projects. This part-time position is a unique opportunity for a committed conservationist to join a team of dedicated staff and volunteers making a difference in Monroe County and the surrounding region.

Organization

Pocono Heritage Land Trust (PHLT) is a land conservation organization based in East Stroudsburg, PA. PHLT is dedicated to protecting the natural heritage of the Pocono Mountains region by conserving land and inspiring people to care for, enjoy and explore their natural world. We are small but mighty, protecting almost 5,000 acres of the beautiful Pocono landscape in our 37-year history.

Job Responsibilities

- Landowner outreach
 - perform outreach to landowners with priority parcels
 - collect data and information necessary to evaluate new projects using PHLT's land protection criteria
 - educate landowners as needed on land protection options

- Maintain files, maps and database
 - maintain database of new project inquiries and ensure appropriate follow-up occurs
 - create maps and maintain GIS files
 - maintain and update digital project files

- Work with PHLT staff, committee members and board
 - participate in Acquisition Committee meetings
 - coordinate and attend site visits
 - regularly update staff and board on property protection activities
- Maintain relationships with external partners
 - gain support for projects including outreach to and involvement with members, neighbors, public agencies, and landowners
 - participate in external meetings related to conservation projects, as needed
- Assist with due diligence and project closings
 - ensure required documentation is completed and received in a timely manner to facilitate closings
 - provide grant preparation assistance
 - work with Executive Director to develop and track project budgets
 - complete tax exemption documents for newly-acquired fee properties
 - ensure all permanent records of completed projects are filed appropriately (hard copy and digital) using established file organization protocol
- Other duties, as assigned

Required Skills and Qualifications

- Bachelor's degree or relevant employment experience in lieu of a formal degree
- competency with Microsoft Office and ESRI ArcGIS
- excellent communication and writing skills
- ability to work with a wide variety of individuals
- desire to be part of a mission-driven conservation organization
- well organized, self-directed, attentive to detail, and responsive to deadlines
- ability to work from home with support during pandemic
- familiarity with real estate transactions a plus

Physical Requirements:

- moderate travel in and around Monroe County; occasional travel to surrounding counties
- ability to traverse on foot, off trail, over varied terrain

- occasional evening and weekend work

PHLT is committed to enhancing diversity and inclusion in our organization and in land conservation. Multiple perspectives and experiences help strengthen our work as an organization and enhance our relevance throughout communities currently underrepresented in the land conservation sector. All qualified candidates are encouraged to apply. Please email your resume to info@phlt.org or apply online via [indeed.com](https://www.indeed.com).