



## **Berks Nature is seeking an Easement Monitoring and Land Stewardship Specialist**

Please send resume and qualifications to [kim.murphy@berksnature.org](mailto:kim.murphy@berksnature.org) by April 21, 2023

Responsible for coordination, monitoring and maintenance of conservation easements. Primary duties include working with landowners to monitor existing easements, addressing easement violations, and responding to inquiries on permissible uses and exercised rights. Duties will also include conducting baseline and monitoring surveys on conservation easements, communicating with landowners, and preparing reports. This position will assist with new easement acquisition efforts by developing background parcel information and working with the Berks Nature Land Conservation team to acquire necessary parcel information.

As a 501(c)(3) non-profit conservation organization, Berks Nature has been serving the Berks County community since 1974. Land preservation, water protection, trail management, community gardens, education programs, State of the Environment, Eco-Camp and our valued partnerships are at the center of Berks Nature's work every day. Berks Nature Educational Programs LLC operates a fully licensed nature preschool.

We are a diversely funded organization staffed with people who are strategic in our work and nimble enough to meet emerging community needs and opportunities related to our mission. Our budget is approximately \$2 million annually. Our staff, administration and leadership are uniquely qualified and committed to our mission and to helping our region embrace conservation at a local community level. Our board of directors demonstrates general organization and financial comprehension and transparency seeking the absolute best practices of governance in our operations. We are committed to the creation of significant partnerships that directly support the needs of other local "on the ground" groups. We aspire to have our constituents be active and engaged not only with Berks Nature, but also in their local communities.

We own and operate a LEED Gold certified nature center, called The Nature Place at Angelica Creek Park. We leverage the building and the park as a gathering place for schools, events, educational programs, and community needs. The Nature Place is known locally and regionally as a demonstration campus for environmental best management practices and a demonstration center for education and connection to nature.

We steward 425 acres of leased land, own 424 acres of preserves, monitor over 9,000 acres of conservation easements and manage approximately 27 miles of trails. We seek to connect and share those assets with the public where and when that is compatible with our stewardship goals for those specific properties.

*Compensation:* This is a paid, exempt, full-time position. Salary range is (\$42,200- 55,000) commensurate with experience. This position qualifies for paid time off, participation in health insurance, and a 401K plan.

Applications being accepted until April 21, 2023, at 12 noon.

Please send the following documents electronically to [kim.murphy@berksnature.org](mailto:kim.murphy@berksnature.org):

- Resume
- Cover letter detailing your experience
- Full contact information for 3 professional references
- Salary/wage requirements

*Scope of work:*

The successful applicant for this position will be responsible for tracking, monitoring and maintaining existing conservation easements on private land. The position requires frequent engagement with landowners and stakeholders to maintain good communication and to manage obligations and rights under conservation easements. The position will require frequent travel within Berks County and adjacent counties, and a flexible work schedule, which can include the occasional weekend. The position entails primary responsibility for annual stewardship monitoring visits, review of reserved-right requests, and identification of potential easement violations. This position will assist with new easement acquisition efforts by developing background parcel information and working with the Berks Nature land conservation team to acquire necessary parcel information. Schedule and telecommuting options may be arranged upon approval of supervisor.

*Position reports to:* Vice President for Land and Conservation

*The successful candidate will:*

- ✓ Lead the annual land conservation easement monitoring.
- ✓ Conduct property site visits to assess compliance with conservation easement terms.
- ✓ Communicate and collaborate with landowners.
- ✓ Perform special monitoring visits to respond to issues or changing conditions.
- ✓ Maintain and update records related to easement compliance and actions.
- ✓ Continue photo-documentation of special natural resources.
- ✓ Assist with Baseline Reports.
- ✓ Assist the Berks Nature land conservation and stewardship team members with seasonal best management practices installations.
- ✓ Work with conservation easement landowners, when possible, to implement on-the-ground best management practices for resource protection.
- ✓ Coordinate with local, regional and state government partners as necessary.
- ✓ Have thorough knowledge and experience in the use of Geographic Positioning Systems (GPS).
- ✓ Have computer knowledge to include: a working knowledge of ArcView or ArcMap GIS software; proficiency with word-processing; experience with spreadsheet and database software.
- ✓ Effectively communicate technical and non-technical information in written and oral format to various audiences.

- ✓ Ability to safely work independently in remote areas in adverse weather and environmental conditions.
- ✓ Ability to successfully work as part of a team to build strong working relationships with staff and conservation partners.
- ✓ Perform other duties that may be assigned.

*Knowledge, Skills & Abilities:* A candidate is being sought with broad skills and knowledge of the fields of real estate and ecological stewardship and natural resource management. He or she will:

- ✓ Have strong organizational qualities;
- ✓ General knowledge of real estate transactions, familiarity with appraisals and easements,
- ✓ Hold a minimum of a bachelor's degree in conservation and natural resources, or related area, and 2 years related experience or equivalent combination;
- ✓ Have knowledge of practices in land conservation and real estate, smart growth and other conservation practices;
- ✓ Have knowledge of ecological stewardship and restoration project implementation;
- ✓ Possess strong communication and presentation skills;
- ✓ Be able to work with a broad-based constituency;
- ✓ Maintain the confidentiality of sensitive information; and
- ✓ Have a valid driver's license and a functioning personal vehicle.

*Qualifications (Minimum qualifications and experience)*

- ✓ Have a passion for and strong interest in land conservation.
- ✓ Strong oral and written communication and computer skills.
- ✓ Ability to work independently and effectively on several projects simultaneously.
- ✓ Proficiency with Microsoft Office (Word, Excel, Outlook) and Adobe Acrobat.
- ✓ Must be able to attend occasional evening or weekend meetings and/or events.
- ✓ Ability to learn quickly and maintain an interest in continued learning.
- ✓ Must pass a background check.

#### Physical Aspects of the Position:

While performing the duties of this position, the employee is frequently required to sit, bend at the waist, drive to various locations and talk or hear. The employee is occasionally required to stand, walk, reach with hands and arms, stoop, kneel or squat, climb stairs and lift up to 50 lbs. The employee should have the ability to hike over uneven/steep terrain with materials. Close vision is required for reading of documents and computers, and distant vision and depth perception are required for land analysis. Some physical requirements of this position could be endurance including standing, walking or hiking, some bending, stooping, and stretching. Verbal communication to groups in an outdoor setting. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate activities/programs.

#### Working Conditions:

Berks Nature offices and The Nature Place and its campus are smoke-free. The Conservation Easement Monitoring Specialist is stationed at their own workspace in an open office

atmosphere in our nature center building. Successful candidates should be able to work harmoniously in a friendly environment. The ideal candidate will be a self-directed, flexible team player and strategic thinker.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

*Just like it takes a diversity of species to make our natural environment thrive, Berks Nature recognizes that having a culture of inclusion where all individuals feel respected and are treated fairly will bring us a power of talent to do our work and engage others in the love for and protection of nature. Accordingly, it is Berks Nature's goal to be intentional and inclusive in the involvement, engagement, and empowerment of all groups of people within our community to help Berks Nature achieve its mission. Berks Nature will take the broadest possible view of diversity to attract, develop, engage and retain people from all walks of life and backgrounds in our work. Berks Nature endeavors to not see any species become extinct. So too, we desire not to neglect or exclude any audience from our work.*

Berks Nature is committed to a policy of equal employment opportunity. All aspects of employment are governed and administered on the basis of merit, qualifications, and competence and are not influenced or in any manner affected by race, color, age, sexual preference, national origin, ancestry, religion, disability, marital status or any other classification protected by law.