



## Reserve and Facilities Coordinator

Department	Buildings and Grounds
Reports to	Executive Director
FLSA	Exempt
Position Summary	The Reserve and Facilities Coordinator manages the Conservancy's land holdings, managed land, and buildings including information technology and office administration duties.
Primary Responsibilities	<ul style="list-style-type: none"> <li>• Reserve Maintenance and Administration: <ul style="list-style-type: none"> <li>➤ Develops and implements land management plans on Conservancy land holdings and managed land with Executive Director and appropriate staff;</li> <li>➤ Coordinates and oversees land management and equipment maintenance, hires contractors, and oversees volunteers to manage land holdings per land management plans;</li> <li>➤ Performs maintenance on land;</li> <li>➤ Diagnose and repair or coordinate maintenance on tools and equipment;</li> <li>➤ Maintains lawns, gardens, signage, and other improvements.</li> </ul> </li> <li>• Facilities Maintenance and Administration: <ul style="list-style-type: none"> <li>➤ Coordinates and implements facilities management and maintenance for offices;</li> <li>➤ Performs or coordinates small repairs and improvements on buildings including light carpentry, painting, etc.;</li> <li>➤ Assists Executive Director in creating budgets, collects estimates, and coordinates with contractors for capital improvement and repair projects;</li> <li>➤ Assists Executive Director with general administrative duties including, but not limited to insurance coverage, tax exemption filing, etc.;</li> <li>➤ Coordinates security systems and procedures for offices;</li> <li>➤ Works with Executive Director and appropriate staff to ensure Records Retention Policy is adhered to;</li> <li>➤ Manages and coordinates computer systems and software, including maintenance and upgrades with the Executive Director</li> <li>➤ Coordinates office contractors and technical support providers (computer, phones, etc);</li> <li>➤ Pick up and deliver mail to post office and sorts and processes printed and electronic mail;</li> <li>➤ Identifies needs and purchases supplies.</li> </ul> </li> <li>• Committee Support: <ul style="list-style-type: none"> <li>➤ Coordinates Facilities Committee meetings with committee chair, Executive Director, and appropriate staff— sets and distributes agendas, prepares and distribute meeting minutes, and performs follow-up on tasks assigned.</li> <li>➤ Coordinates Land Management Committee meetings, provides agenda items for Land Management of Conservancy owned and managed land, gathers agenda items and assists in taking minutes for the Conservation Easement Stewardship portion of the meetings, and performs follow-up on tasks assigned.</li> </ul> </li> <li>• Represents the Conservancy at meetings and conferences.</li> <li>• Attends Conservancy events as needed.</li> <li>• Attends appropriate partner events and meetings.</li> <li>• Performs administrative and clerical responsibilities in order to complete the tasks above.</li> <li>• Other related tasks and special projects as assigned.</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Bachelors degree or beyond in relevant field of study with at least two years of work experience in a land conservancy, conservation agency, or relevant organization and in building trades, farming, property management, or other relevant experience.</li> <li>• Experience in natural resources stewardship and conservation.</li> <li>• Excellent writing, organizational, communication, interpersonal, and relationship building skills.</li> <li>• Proficiency in Microsoft Office programs.</li> </ul>

	<ul style="list-style-type: none"><li>• Ability to work effectively with diverse groups including landowners, the general public, federal, county, state, and municipal officials, and conservation partners.</li><li>• Willingness to work as a self-starting member of a dedicated, energetic team.</li><li>• Passion for land conservation and for providing quality service.</li><li>• Valid driver's license and reliable transportation for frequent travel.</li></ul>
Physical Requirements/ Working Conditions	<p>This position requires working outside, office work, and car travel. As such, the position requires frequent sitting for long periods, reaching materials stored at floor level up to head height with occasional long periods of walking, standing, and bending while being outdoors. The position requires use of heavy machinery such as tractors, landscaping equipment, power and hand tools, the computer, the telephone, and archived files in boxes and must be able to lift and carry up to approximately 50 pounds. The position frequently requires work at indoor and/or outdoor offsite locations, requiring driving, walking, and standing on uneven terrain.</p>