



Conservation Easement Steward

Department	Conservation
Reports to	Conservation Easement Program Manager
FLSA	Exempt
Position Summary	<p>The Conservation Easement Steward is a full-time position that will work with Conservation Easement Program staff to assist with the annual easement monitoring program, maintaining relationships with easement landowners, as well as reviewing and tracking changes on easement properties. They will also provide assistance to staff working on amendments and enforcement actions. They will assist with report and letter writing and compilation; easement review, interpretation and reserved rights tracking; GPS data collection; plant identification; and ecological land management planning/assistance.</p>
Primary Responsibilities	<ul style="list-style-type: none"> • Easement Monitoring: support Manager with coordination of annual monitoring process, including easement landowner correspondence, compiling monitoring paperwork, and reviewing monitoring reports as needed. Conduct in-person site visits (routine monitoring and enforcement-related follow-up). Review and analyze current aerial imagery of properties. • Easement Review/Enforcement: assist with review and approval/comments for architecture, engineering, and other plans detailing changes to easement properties. Communicate with easement landowners or architecture/engineering/planning professionals as needed. Assist Director and Manager in handling easement violations, waivers, and amendments. Assist in providing ecological land management planning and stewardship recommendations. • Baseline Updates: assist Manager with updates to baseline reports for existing easements. • Recordkeeping: assist Easement Program staff to maintain and update paper and electronic easement files pursuant to Natural Lands records policy and entries in the easement database. • Communications: both routine and enforcement-related, with landowners, government officials and staff, funders, prospective buyers, etc. • Assist other program managers as time and necessity warrants. • Provide administrative and clerical functions. • Work on special projects as assigned.
Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree in Ecology/Biology, Planning/Landscape Architecture, or a related field, with two years' work experience related to easements, or a Master's Degree with one year of experience; • Experience using Microsoft Office programs; • Experience using databases; • Working knowledge of common mid-Atlantic plant assemblages and ecological land planning/stewardship practices; • Field experience with GPS equipment and functional knowledge of GIS mapping;

	<ul style="list-style-type: none"> • Ability to successfully handle multiple projects simultaneously with good time management; • Excellent organizational skills and attention to detail; • Strong written and verbal communication skills; • Willingness and ability to assist and work with a wide variety of people; • Self-starter capable of working independently with a minimum of supervision; • A demonstrated enthusiastic and positive attitude; and • A passion for land conservation and providing quality service. <p>Additional skills a plus, but not required:</p> <ul style="list-style-type: none"> • Experience using ArcGIS Desktop, ArcGIS Pro, and Google Earth/Maps • Experience with Landscape
Physical Requirements/ Working Conditions	<p>This position includes a combination of office work, field work, and travel to and from conserved properties. Office work requires frequent sitting for long periods, with occasional periods of walking, standing, bending and reaching. The position requires use of the computer and the telephone and handling large-printed materials. The position requires work at outdoor sites, including driving and walking and standing on uneven terrain. Work is primarily indoors, but candidate must be prepared to work outdoors under all conditions, including heat, cold, and with occasional exposure to poison ivy, biting and stinging insects, etc. A reliable vehicle and valid driver's license are required for travel to sites throughout eastern Pennsylvania.</p>
EEOC Statement	<p>Natural Lands is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, disability, or veteran status. We aim to build a workplace where employees feel empowered to bring their full, authentic selves to work.</p>