

Conservation Program Assistant

Are you interested in investing in the protection and improvement of local farms in your area? Are you detail-oriented, excited to learn, and organized? Do you have experience in the agricultural industry or an excellent working knowledge of conservation practices? Do you enjoy getting out into the field and interacting with farmers? If you have a passion for agriculture, you might be the perfect fit for our Conservation Program Assistant! Learn more about the ins and outs of this position below and consider applying to join our Land Protection team at Lancaster Farmland Trust.

Essential Duties:

The Conservation Program Assistant reports to the Vice President of Land Protection and provides support to the Land Protection Department in accomplishing Lancaster Farmland Trust's ("LFT") principal program efforts:

- Securing the donation or bargain purchase of conservation easements
- Stewarding the easements in perpetuity
- Planning for and implementing agricultural conservation practices

The Conservation Program Assistant must be philosophically committed to LFT's mission and vision; possess a general knowledge of agriculture and conservation in Lancaster County; be efficient and capable of managing a large workload with numerous tasks and be highly attentive to detail and accuracy; be proficient in Microsoft Office and Geographic Information Systems; possess excellent oral and written communication skills; has a valid driver's license; physically able to work outdoors in a variety of weather conditions in difficult terrain; capable of working independently and as a member of a team; and brings significant energy and enthusiasm to the position. Preference will be given to candidates with a knowledge of agricultural conservation practices.

The Conservation Program Assistant must be able to, or must quickly obtain the ability to, understand the legal, tax, and estate planning issues associated with land preservation along with the ability to communicate the application of agricultural erosion and sedimentation control measures, conservation plans, and manure/nutrient management plans.

Specific Duties:

- I. Administrative Support on Land Protection and Conservation Programs**
Assist the Land Protection Department with administrative activities related to acquiring and stewardship conservation easements and implementing agricultural conservation practices.
- II. Annual Monitoring**
Assist in conducting both in-person and virtual easement compliance assessments. Schedule and conduct annual conservation easement monitoring visits. Maintain databases and records related to monitoring and other stewardship activities.
- III. Baseline Documentation / Record Keeping / GIS / Field Technology**
Assisted in compiling complete, accurate, and detailed baseline data on easement acquisition projects. Update and maintain records in LFT's preserved farm database and project files for active and previous conservation easement projects. Support the Land Protection Department in producing GIS analysis and deliverables to be utilized in implementing LFT's farmland preservation and conservation programs.
- IV. Outreach to Farmers**
Establish and maintain positive relationships with farmers, increasing awareness of the benefits of farmland preservation and agricultural conservation practices. Function as a liaison with private and public organizations related to technical service and funding for these activities. Organize and oversee workshops, field days, and other educational opportunities. Develop outreach material to promote LFT's conservation programs and soil and water conservation.
- V. Technical Assistance**
Provide technical assistance to landowners to implement agricultural conservation practices that improve water quality and/or connect landowners to resources available to acquire necessary technical assistance. Work with farmers to develop and implement plans for their farms in accordance with LFT's conservation easement restrictions, along with Chapters 91 and 102 and Act 38 regulations.
- VI. Administrative and Organizational Support**
Provide administrative support to the Land Protection Committee, including scheduling meetings, taking minutes, and maintaining meeting records. Assist the Vice President of Land Protection in carrying out committee initiatives. Prioritize and document projects for consideration by the committee.

Assist other departments with projects and events as required and other duties assigned by the Vice President of Land Protection and President & CEO.