



Position Announcement

Seeking Conservation Assistant in the northern office

Organizational Information: Landmark Conservancy is a private, non-profit conservation organization dedicated to the permanent protection, stewardship, and respectful use of lands that define the character of northwestern Wisconsin and its quality of life. Founded in 2018 as a result of the merger of West Wisconsin Land Trust and Bayfield Regional Conservancy, Landmark acquires and stewards land and conservation easements that encompass some of the region's favorite natural, scenic and recreational assets. Landmark has protected over 38,000 acres in the region. Landmark currently owns and manages over 2,000 acres with over 25,000 acres protected under conservation easements. Landmark Conservancy is an accredited organization by the Land Trust Accreditation Commission, indicating that Landmark has demonstrated sound finances, ethical conduct, responsible governance, and lasting stewardship of the organization's conserved lands.

Position Summary: Landmark Conservancy seeks a compassionate, skilled, and dynamic individual to join our team as a conservation assistant. The Conservation Assistant will work with both the conservation team and advancement team. Primary responsibilities are to assist Landmark's conservation team with our northern suite of conservation projects and properties. Working independently and collaboratively with staff and partners, the conservation assistant helps manage Landmark's fee-owned land, monitors conservation easement properties, and develops and completes conservation easement and land purchase projects. The conservation assistant also works with Landmark's advancement team on community outreach activities in collaboration with volunteers and partners to promote Landmark's projects. Duties occur in both the field and in an office setting. Some travel is required to various locations in the region, and mileage reimbursement will be provided for personal vehicle use.

Duties and Responsibilities:

- Conduct land management tasks including boundary posting, trail building and maintenance, preserve monitoring, habitat assessments, exotic and invasive species control, planting projects, etc.
- Assist Conservation Manager with the development and completion of conservation easement and land purchase projects.
- Make annual site visits to conservation easement properties to ensure compliance with easement terms.
- Work with Stewardship Manager to respond to conservation easement-related questions, notices, and approval requests.
- Engage volunteers, partners, and supporters in implementing stewardship activities as opportunities arise.

- Assist advancement team with events, communication activities, and materials to raise awareness of our work to supporters.
- Assist with maintaining project records.
- Other duties as assigned.

Requirements:

- Bachelor's degree in natural resources, biology, conservation, outdoor education, environmental education, or related field.
- Professional field experience in related land conservation field.
- General understanding of land use principles and land conservation issues.
- Experience with land management techniques and practices.
- Working knowledge of native and invasive plant identification, ArcGIS, and other mapping tools.
- Familiarity with programs such as Microsoft Word, Excel, PowerPoint, etc.
- Experience working as a team member and independently as well as supervising volunteers.
- Ability to sit, type, stand, carry up to 40 pounds, walk over uneven terrain, and work in inclement weather.
- Valid WI driver's license and reliable personal transportation.
- Willingness to occasionally work early mornings, evenings, and weekends.
- Work with conservation team to enhance conservation values and recreational opportunities on fee-owned lands, as well as implement management plans.

Desired Attributes:

- Strong interpersonal communication skills, written and verbal.
- Strong organizing skills - planning, filing, note taking.
- Effectively facilitates virtual and in-person meetings.
- Values building and maintaining authentic relationships with community members and conservation partners.
- Familiarity with the land trust model and *Land Trust Standards and Practices*.
- Familiarity with the region's flora, fauna, ecosystems, geography, and conservation partners.

Office Location: We have two office locations, one in Menomonie and one in Bayfield. This position will work out of the Bayfield office.

Status and Compensation: This is a full-time permanent entry-mid level position with a starting salary range of \$34,000 - \$38,000 including benefits. Final compensation will be determined based on skill and experience. Landmark Conservancy offers flexible work policies and a collaborative work environment. We also provide professional development opportunities. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

How to Apply:

Submit cover letter, resume, and three references via email to erika@landmarkwi.org. Application review will begin November 15, 2021 and position will remain open until filled. Contact Erika Lang, Conservation Manager with questions at erika@landmarkwi.org or 715-235-8850.

Landmark Conservancy is an equal opportunity employer.