



Stewardship Associate

Job Description

The Santa Fe Conservation Trust (SFCT) seeks a **Stewardship Associate** to assist with conservation easement and fee land stewardship duties. Founded in 1993, SFCT is a nationally accredited land trust that currently works with 100 landowners and protects almost 46,000 acres of land in a three county area of northern New Mexico (Santa Fe, Rio Arriba and San Miguel Counties.) The right candidate will be detail-oriented, collaborative and comfortable working with a wide variety of landowners to assist with stewardship of conservation properties in SFCT's portfolio. The Stewardship Associate will conduct on-site monitoring as well as remote monitoring using Lens software. This position requires careful record-keeping to ensure that all conservation easement files are updated, digitized and accurate. The Stewardship Associate will also participate in and help coordinate workdays on SFCT's four fee properties, especially land restoration work at our Conservation Homestead property. This is a full-time position based at the SFCT offices in Santa Fe, NM.

Santa Fe Conservation Trust Mission and Vision:

The Santa Fe Conservation Trust partners with our community to keep northern New Mexico's living lands and people flourishing together. We protect culturally and environmentally significant landscapes, ignite people's passion for nature and enable the continual regeneration of our healthy place. We envision a future where everyone in northern New Mexico cherishes nature and works to preserve it for this and future generations.

Stewardship Associate Duties and Responsibilities:

Conservation Easement Stewardship (70%):

- Prepares and maintains monitoring files and their contents, including conservation easement documents, maps, ownership data, and other documents important to property uses; updates and maintains current data in database for all conservation easements monitored.
- Contacts landowners to conduct routine monitoring site visits to their properties as assigned to check for compliance with conservation easement terms.
- Meets with landowners on their properties, builds positive working relationships with them, and helps them to understand the terms of their conservation easement.

- Connects landowners with resources to best manage the conservation values on their property and provides them with requested information.
- Conducts remote (desktop) conservation easement monitoring using Lens software and completes reports.
- Prepares monitoring reports based on findings from monitoring site visits and remote monitoring, and inputs and updates database with site visit findings.
- Identifies and researches potential violations of conservation easements or other issues and works with Land Program Manager and landowner to resolve them.
- Uses ArcGIS for making maps, smartphone applications for collecting data and navigating in the field, and other computer software as necessary to conduct job duties.
- Advises Land Program Manager about inquiries related to existing conservation easements.
- Maintains records (electronic and paper files) of conservation easement projects and assists with data management and reporting.
- Documents correspondence with landowners, information on properties, and other updates.
- Assists in preparation of baseline documentation reports, including fieldwork, compiling conservation data, and utilizing digital photography, GPS, and GIS technologies.

Fee Land Stewardship (20%):

- Assists with organizing and completing volunteer workdays on fee properties.
- Participates in and helps to coordinate fee land management activities.
- Conducts annual fee land monitoring and completes associated reporting.

Organizational/Miscellaneous (10%):

- Attends Land Review Committee meetings to share information on monitoring and stewardship.
- Enthusiastically communicates the mission of the organization to volunteers, neighbors, and the general public.
- Represents SFCT's Conservation and Stewardship programs in stakeholder meetings and other forums.
- Writes promotional materials related to land and stewardship work as needed for newsletters, social media posts, etc.

- Participates in the preparation, set up and take down of SFCT events and attends organizational events, occasionally during evenings and weekends.
- Other duties as requested by the Land Program Manager or Executive Director.

Position Requirements:

- Excellent writing, organizational, communication, interpersonal, and relationship building skills.
- Experience and proficiency with Microsoft Office Suite, Google Suite, and Salesforce CRM (preferred).
- Experience with ArcGIS programs is preferred, but training will be provided.
- A valid driver's license, good driving record, and ability to drive to locations around Northern New Mexico.
- Ability to work effectively with a diverse variety of individuals including staff, landowners, volunteers, the general public, and conservation partners.
- Well-organized, self-directed, attentive to details, and responsive to deadlines.
- A demonstrated interest in land conservation, outdoor activities and for providing quality service to the organization and our landowner partners.
- Ability to hike as much as an average of five to seven miles a day on foot through uneven, rough terrain and to navigate in remote areas with dense vegetation.
- Comfortable hiking alone.
- Knowledge of the region's flora and fauna is preferred.
- Spanish language skills preferred but not required.
- Prior land trust stewardship experience is a plus.

Benefits and Compensation: Salary is \$48,000-\$55,000 DOE with an excellent benefits package including health insurance, retirement matching contributions and generous PTO.

Manager: The Stewardship Associate reports to the SFCT Land Program Manager

Supervises: None

The Santa Fe Conservation Trust is an equal opportunity employer committed to diversity, equity, and inclusion. Applicants of all backgrounds are encouraged to apply.

To Apply: Email your cover letter and resume to jobs@sfct.org by 5 pm on March 10, 2023. Interviews will be set up as applications are received. No phone calls please.