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## Okanogan Land Trust Seeks a Conservation Associate

Do you enjoy rural living, wild places, and the chance to work with many different kinds of people and accomplish big conservation outcomes? Do you care deeply for the land and communities of North Central Washington? **Okanogan Land Trust** is inviting applications for the position of Conservation Associate.

About OLT: Established initially as an all-volunteer organization in 2002, OLT currently holds 31 conservation easements on more than 14,000 acres (with many more in process), and serves eastern Okanogan County and western Ferry County in North Central Washington. OLT became an accredited land trust in 2022.

### **Position Description:**

**Job Status:** full-time (may be negotiated to 75% full-time based on candidate interest)

**Salary Range:** \$40,000 to \$50,000 DOE for FTE

**Deadline:** Open until filled, with first review of applications October 20, 2022

The Conservation Associate is responsible for advancing OLT's land protection and stewardship efforts. The position will have a significant focus on development and stewardship of conservation easement projects, landowner communication, and outreach to conservation partners and the community, with additional responsibilities in conservation planning and GIS mapping. Successful applicants will have strong organization, communication, and interpersonal skills, as well as a background in natural resource management or environmental science. The ideal candidate will be enthusiastic about working with a diverse base of landowners and community members to accomplish OLT's mission of land conservancy, and will appreciate a job in which every day brings something new. Ability to navigate in a rural setting and hike over steep and uneven terrain are required, along with a reliable vehicle. Familiarity with and appreciation for rural lifestyles and Central Washington a plus.

Benefits include a \$5,000 annual healthcare stipend; Simple IRA with up to 3% employer match; flexible schedule and generous leave and holidays.

The position reports to the Executive Director.

### **Qualifications**

- Strong interpersonal skills with the ability to effectively and tactfully present information to and communicate with landowners, board and staff, partners, professionals (e.g. appraisers, attorneys, realtors, etc.), public groups, and regulatory agencies.
- Current skills in word processing, database, spreadsheet, GIS, and GPS. Familiarity with social media is a plus.

- Ability to locate, identify, and evaluate parcels of land for protection.
- Ability to work independently and prioritize effectively, while collaborating closely within a small and closely-integrated team.
- Undergraduate degree in a natural resource or environmental science related field and/or 3-5 years experience in land trusts, conservation, or related work.

## **Duties & Responsibilities**

### **Conservation Project Management – 50%**

- In coordination with the Executive Director, assess, plan, and execute conservation easement projects (including easement development, due diligence, legal review, and closing) to accomplish land protection goals and strategies.
- Gather information on potential projects, including ecology and habitat characteristics, soils and other agricultural data, and water resources.
- Meet and coordinate with interested landowners, partners, and funders.
- Participate in preparing applications for conservation project funding.
- Maintain complete project files documenting all projects to national standards.

### **Land Protection Program Development & Management – 20%**

- Develop, maintain, and manage OLT's GIS database to facilitate conservation planning, land protection, and stewardship efforts.
- Assist with grant writing efforts to support conservation work (conservation planning, land conservation, and stewardship).
- Collaborate with other organizations to explore new opportunities for land conservation in the region to achieve OLT's conservation goals.

### **Outreach and Partnership Building - 20%**

- Participate in and cultivate regional conservation partnerships.
- Develop outreach materials and present materials to interested parties.
- Participate in and support fundraising, education, and outreach events.

### **Stewardship Program Development & Management – 10%**

- Coordinate OLT's stewardship efforts, including annual monitoring and land management and enforcement efforts on OLT's existing easements.
- Gather information, produce maps and write baseline conditions reports for easement projects.
- Recruit and supervise stewardship contractors and volunteers as needed.

## **Working Conditions:**

OLT's staff are currently in our Okanogan office one to two days per week and otherwise work remotely. Staff travel regularly around the service area, primarily in spring and summer, using their own vehicles (mileage is reimbursed).

To apply, please send your resume, cover letter, and a brief writing sample to [info@okanoganlandtrust.org](mailto:info@okanoganlandtrust.org).

For more information about OLT, please visit [www.okanoganlandtrust.org](http://www.okanoganlandtrust.org).