



Position Description: Land Steward

The Opportunity:

With an office in New Paltz, NY, approximately 90 miles north of New York City, the Wallkill Valley Land Trust (WVLT) is a nationally accredited land trust with a mission to enhance the quality of life in Ulster County by conserving lands of scenic, agricultural, ecological, recreational and cultural significance.

To fulfill our mission, WVLT collaborates with many local and regional organizations, including the Open Space Institute, Scenic Hudson, Mohonk Preserve, Historic Huguenot Street, SUNY New Paltz, the Hudson River Estuary Program of the NYS Department of Environmental Conservation, Women's Studio Workshop, Fats and the Cats Mountain Bike Club, and many others.

Since 1987, WVLT has protected over 3,000 acres consisting of both private and public open spaces, trails and farms. This is a new, full-time position that will report to the Executive Director with some initial oversight and continued collaboration with the Coordinator of Land Stewardship. This position is expected to work closely with all staff, the Board of Directors, volunteers, donors and community members.

Position Summary:

The Land Steward supports WVLT existing and expanding land management needs including leading the management of our conservation easement portfolio, as well as, preparing conditions reports, and developing baseline documentation reports for new projects. This includes conservation easement consultant work for the municipalities that engage in our services.

The Land Steward is also expected to provide assistance to the Coordinator of Land Stewardship in the management of our public lands, including habitat restoration, and volunteer work days. Finally, the Land Steward is expected to assist with WVLT's growing educational programming as needed.

This position is expected to initiate, organize and complete annual conservation easement stewardship with minimal oversight; to serve as a resource to connect conservation easement landowners with technical assistance as needed; and to cultivate a strong rapport of trust and mutual respect with current and prospective landowner- partners,



current and prospective funding agencies and members of the public in communities served by WVLT.

The successful applicant must be able to tackle a wide variety of tasks from managing records to outdoor, off trail hiking, some physical activity including trail maintenance and construction, invasive plant removal and habitat restoration.

We are seeking a friendly and organized individual to carry out our strategic priorities for our protected lands and ensure compliance with Land Trust Alliance Standards and Practices.

The Land Steward reports to the Executive Director and is expected to work closely with the Coordinator of Land Stewardship.

Primary Duties:

- Perform the regular, annual inspection and reporting of assigned WVLT conservation easements, including scheduling monitoring visits with land owners, monitoring the properties, and creating reports for review, and carrying out the follow up actions provided by the WVLT Conservation Easement Committee and Executive Director;
- Collaborate with Coordinator for Land Stewardship the preparation of baseline documentation reports for new land preservation agreements, update existing current conditions reports, and other documentation as necessary;
- Assist in maintaining stewardship and acquisition related files in accordance with WVLT's Records Policy in unison with the Coordinator of land Stewardship;
- Ensure WVLT's stewardship remain in compliance with the current Land Trust Alliance Standards and Practices;
- Maintain GIS-related data for WVLT, and produce maps using ArcGIS for stewardship purposes and land project analysis, as well as visual displays for outreach as requested;
- Submit content that supports WVLT's communications including social media, newsletters, and other outreach material;
- Outreach and engage the community of our work in Ulster County;
- Cultivate and grow WVLT's support by helping with educational programs, fundraising events, field walks, and more;
- Assist other WVLT staff and committees with projects as needed.

NOTE: This position description is not a comprehensive list of all the responsibilities that may be required in this role. There may be unplanned activities and other duties as assigned.



Physical Requirements:

- Ability to work outdoors for extended periods of time in all weather and all seasons;
- Ability to work some weekends and evenings;
- Ability to work with a variety of hand tools;
- Ability to hike several miles in a day over rough terrain;
- Be comfortable navigating and hiking through the woods over uneven terrain and without trails;
- Ability to work indoors, in an office setting;
- Must possess a valid driver's license and be able to travel extensively throughout Ulster County and the Hudson Valley. Proof of insurance and access to a reliable vehicle is required.

Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills;
- Detail oriented;
- Ability to organize and set work priorities in a busy office environment and maintain project confidentiality;
- Strong problem-solving skills;
- Self-motivated, willing to accept a challenge and direction and able to handle multiple priorities at a time;
- Excellent time management skills;
- Experience in working with diverse stakeholders;
- Ability to work collegially and effectively with colleagues and volunteers;
- Facility in communicating with people of all ages and backgrounds;
- Experience with Microsoft Office Suite is required;
- Experience using ArcGIS mapping programs and GPS data collection techniques is required;
- Experience with using Landscape Conservation Software and Remote Monitoring is a plus;
- Sense of humor is also welcomed.

Education/Experience:

- Candidates must have proven experience with ArcGIS or similar GIS based software, through either multiple course certificate program, degree, or at least two-years work experience where GIS was an integral part of the work experience.



- At least two-years professional work experience in a related field is required.

The Wallkill Valley Land Trust is an Equal Opportunity Employer.

WVLT offers a competitive benefit package which includes health insurance support, paid federal holidays (11) and generous PTO (23 days). Salary commensurates with experience (range is \$40,000 to \$45,000). Annual salary increases are based on performance and as annual budgets permit. This is a full-time/non-exempt, supervisory position.

Start Date:

Position is desired to begin as soon as possible. Applications will be reviewed on a continuous basis until the position is filled.

TO APPLY:

Please send your resume, letter of interest, and salary requirements to:

Info@WallkillValleyLT.org

State "Land Steward" in the subject line.

No phone calls please. Applications without a letter of interest will not be reviewed.