



JOB DESCRIPTION

Position Title: Stewardship Coordinator

Date: November 2022

Reports To: Stewardship Manager

Position Summary: The Stewardship Coordinator is responsible for Conserving Carolina's conservation easements, including annual monitoring, legal defense, administration, technical land management assistance, and for supporting the completion of new conservation projects.

Work Hours: Conserving Carolina staff generally work Monday-Friday 9 am-5/5:30 pm. Flexible and remote work options are available, though we do anticipate the person filling the role to live locally and work in person at the office with some regularity. Some evening and weekend hours will be required.

Primary work location: From our Hendersonville office; remote locations in Polk, Rutherford, Henderson, Greenville, Spartanburg counties.

Starting Salary: Negotiable within a range of \$37,000-\$40,000 depending on experience

Benefits: Conserving Carolina's benefits package includes full coverage for full-time staff on a group health insurance plan with option to buy-up, a retirement plan (eligible at 6 months employment) with up to 3% match, and paid time off including vacation, sick, and family leave time. Optional benefits include dental, vision, and a Flexible Spending Account plan.

Key Responsibilities:

- Conduct all conservancy business in accordance with Conserving Carolina's values of community, equity, integrity, and respect.
- Implement and oversee the annual easement monitoring program and related follow-up activities for Conserving Carolina's conservation easements in accordance with internal policies and with Land Trust Alliance's accreditation Standards and Practices.
- Implement and manage annual monitoring and reporting for conservation easements held by other organizations for which Conserving Carolina has contractual monitoring responsibilities.

- Serve as co-staff liaison to the Stewardship Committee to address ongoing landowner requests, concerns, potential violations of conservation easements; to review new conservation projects; and to address management concerns at Conserving Carolina owned properties. In accordance with Conserving Carolina’s inclusion and equity policies, assist with recruiting and retaining volunteers and Chair to the Stewardship Committee. Develop and maintain diverse relationships with conservation and environmental professionals in the community.
- Work collaboratively with the Land Protection Director and other staff to implement conservation easement defense standards and practices to address potential easement violations with guidance from the Stewardship Committee and the Board of Directors.
- Maintain communication with conservation easement landowners; provide technical assistance, natural resources management support, and educational programs to landowners and other community members.
- Maintain database of conservation property interests together with Office Manager.
- Maintain tools and technologies of conservation easement stewardship.
- Work collaboratively with Land Program Team and Executive Director on new land protection projects; review draft conservation easements and baseline documentation reports prior to closing, assist Land Protection Director in producing baseline reports. documentation reports and other necessary elements of land protection projects.
- Provide support at Conserving Carolina events, volunteer workdays, internal committees, staff teams, and program tasks as led by the Assistant Director for Programs.
- Provide support to the Executive Director in program tasks to include landscape level project planning, natural resources management activities, grant writing and fundraising opportunities.
- Advance and maintain skills, education, and knowledge of best practices relevant to the job description.
- Along with the rest of Conserving Carolina’s board and staff, help advance the organization’s strategic plan including a commitment to equity, diversity, and inclusion and responding to climate change.

Essential Job Requirements:

EDUCATION	BS in natural sciences required
EXPERIENCE	Some experience with fieldwork and navigating rough terrain

REQUIRED SKILLS	Exceptional people skills with writing and presentation skills; project management and scheduling; proficiency with Microsoft Office programs and online meeting programs.
PHYSICAL REQUIREMENTS	Ability to travel through rough, steep terrain, to navigate cross-country in all types of weather and environmental conditions.