

Stewardship Assistant Job Description

Background

Utah Open Lands is one of the nation's most dynamic and successful local land trusts which works together with public and private partners to preserve open land in perpetuity. Since its founding in 1990, Utah Open Lands has successfully protected more than 60,000 acres of critical open space throughout Utah.

Overview

The Stewardship Assistant will assist in the on-going monitoring and reporting on various conservation easements and fee title held lands by Utah Open Lands. This will be done in accordance with Utah Open Lands' policies and the Land Trust Alliance's Standards and Practices. As directed, the Stewardship Assistant will perform tasks including but not limited to the following:

Salary Range \$32,250 with generous vacation and holiday time, remote work options, HSA options and eligibility for retirement plan.

Scope of Work/Responsibilities

- GIS creation of maps as requested
- Conservation Easement Monitoring
- Document easement terms on the ground
- Review requests from owners to exercise reserved rights on property and make recommendations to Stewardship Director / Executive Director
- Define stewardship needs for land projects including: basic maintenance, necessary restoration work, and site improvements for public use.
- Post additional signage as directed.
- Create mapping as needed.
- Assist with filing and other administrative tasks as needed.
- Work in coordination with Outreach Director and Programs Assistant on utilizing conservation properties as ambassadors for Utah Open Lands.
- Assist with general operations, public events and fundraising as needed.

Qualifications

- Bachelor's Degree in Natural Sciences, Biology, Environmental Science or similar.
- Minimum of 2 years of experience in ecology, biology work or related field. Experience working for a land trust preferred.
- Possess GIS skills and a working knowledge of GPS units.
- Working knowledge of techniques to preserve, restore, and maintain forests, uplands, wetlands, wildlife habitat and habitat for threatened or endangered species.
- Valid driver's license.
- Physical ability to work outdoors in all weather conditions.
- A team player with an understanding of, and interest, in cultivating donors and volunteers.
- Willingness to travel statewide
- Covid-19 inoculation

To apply: Please direct applications, including resume, letter of interest, references and salary requirements via email to:

Catherine Cargill, Deputy Director

Utah Open Lands

1488 S. Main Street

Salt Lake City, UT 84115

catherine@UtahOpenLands.org

Electronic submission is encouraged.

Visit www.UtahOpenLands.org to learn more about the organization.