The Southeast Michigan Land Conservancy (SMLC) seeks a motivated and experienced Stewardship and Outreach Specialist to support land protection activities with a focus on improving and expanding SMLC’s stewardship and outreach programs.

SMLC is a 26-year old nonprofit with a mission of conserving natural land and open space -- including forests, wetlands, meadows, agricultural lands, and places of scenic beauty -- to provide habitat for wildlife and to enrich the lives of people. SMLC operates in the southeast Michigan region (Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw and Wayne counties). Our office is based at the Conservancy Farm, located in the heart of the Superior Greenway, our most significant conservation project. To learn more, please visit www.smlcland.org.

The Stewardship and Outreach Specialist manages and is responsible for the stewardship of SMLC’s lands and easements and engages the public in SMLC’s activities and events. The position reports to the Executive Director and works with the Stewardship Committee. Responsibilities include: property management including visitor access, stewardship of nature preserves including agricultural lands, conservation easement stewardship, GIS/mapping, assisting with conservation planning and land protection, volunteer coordination and supervision, community engagement through events and activities, budgeting, securing and administering related grants and contracts, and working as part of SMLC’s dedicated team of staff and volunteers.

SPECIFIC DUTIES INCLUDE:

1. Assist with SMLC’s conservation planning.
2. Assist with the review and analysis of land protection inquiries; conduct site visits and assist with the development of land protection project proposals.
3. Prepare baseline documentation reports and nature preserve management plans.
4. Perform property-readiness responsibilities for SMLC’s nature preserves including but not limited to posting signs, creation and maintenance of trails, and assisting with neighbor and local government relations.
5. Conduct stewardship of SMLC’s nature preserves including but not limited to: annual site visits and reports, oversee and implement approved projects, and remove natural threats.
6. Conduct stewardship of SMLC’s conservation easements including but not limited to: annual monitoring/evaluation/and assistance with potential enforcement; landowner communication; and landowner assistance with conservation management plans.
7. Manage and implement SMLC’s Agricultural Lease project.
8. Conduct volunteer Stewardship Days on the nature preserves and oversee all volunteer stewardship activity on preserves and easements.
9. Formalize SMLC’s volunteer activities into an SMLC Volunteer Program.
10. Recruit, train, supervise and recognize volunteers.
11. Organize and conduct SMLC outreach events; represent SMLC and oversee volunteer representation at community events.
12. Work to establish positive and lasting relationships with local government, nearby businesses and neighbors, and easement landowners associated with SMLC’s preserves and easements.
13. Develop and distribute outreach materials, information, and communication in line with SMLC communication messages and organizational communication plan.
14. Contribute to the SMLC newsletters, Facebook, website and other promotions.
15. Maintain SMLC’s GIS database and use GIS and GPS tools where applicable.
16. Write and administer program grants, especially to state and federal funding sources.
17. Maintain complete files, reports, records and documentation.
18. Assist with or perform other administrative, fundraising, and organizational tasks as needed and assigned by the Executive Director.

**JOB REQUIREMENTS:**
- Commitment to preserving the natural areas and open spaces in southeast Michigan.
- A passion for connecting people with land.
- Requires frequent weekends and occasional evenings.
- Requires the ability to traverse varied terrain on foot, and in inclement weather.
- Requires a valid driver’s license and a licensed, insured vehicle.
- Requires the ability to lift heavy objects and perform property caretaking such as those related to a farmhouse and outbuildings.

**QUALIFICATIONS:**
- Bachelor’s degree in natural resource management, agriculture, planning or related field, plus a minimum of three years equivalent work experience post-college.
- Excellent project management and time management skills.
- Strong written, oral and interpersonal communication skills.
- Supervisory ability.
- Familiarity with flora, fauna and ecosystems of the Great Lakes region.
- Knowledge of invasive plants and control remedies.
- Desire to work in the field (often alone).
- Ability to use maps, compass, and GPS; familiarity with digital photography.
- Ability to operate equipment, use tools, and perform basic property maintenance tasks.
- Proficiency using Microsoft Office, mapping software and ArcGIS software.
- Ability to work effectively without close supervision and as part of a cohesive team.
- Good organizational and record keeping skills.
- Knowledge of In-Design or similar design program helpful.
- Experience with grant writing a plus.
- A good sense of humor!

**Compensation and Application Procedure:**
Full-time position (exempt) with health stipend, retirement benefits, sick and vacation leave. Salary range is low-mid 30’s and is dependent upon experience. Send cover letter, resume, and three (3) references to: Jill A. Lewis, Executive Director, Southeast Michigan Land Conservancy, jlewis@smlcland.org. Applications due by Thursday, December 11, 2014. No unsolicited phone calls please. *SMLC is an equal opportunity employer.*

Southeast Michigan Land Conservancy
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