



POSITION AVAILABLE

Stewardship and Outreach Specialist

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.

The Stewardship and Outreach Specialist *connects people with land* in southeast Michigan. They conduct and implement the stewardship of SMLC's lands and easements and engage the public in SMLC's activities and events. The position reports to the Executive Director and is the staff liaison to SMLC's Stewardship Committee.

THIS JOB MIGHT BE FOR YOU IF:

- ✓ You have a passion for connecting people with preserved natural areas and open spaces.
- ✓ You enjoy being part of complex projects and get satisfaction from completing them.
- ✓ You desire to make a difference through nonprofit service.
- ✓ You are a good problem-solver who utilizes creative approaches when needed.
- ✓ You like helping people. You are patient, level-headed, and cool under pressure.
- ✓ You pay attention to details. You stay focused and can prioritize the urgent and important work.
- ✓ You communicate clearly and are comfortable with writing and speaking to an audience.
- ✓ You are professional in all your dealings and actions.

WE OFFER:

- ✓ A scenic and historic Conservancy Farm office, located within the Superior Greenway, our most significant conservation project.
- ✓ 17 nature preserves and 15 conservation easements with forests, lakes, wetlands, prairies, agricultural lands and more.
- ✓ An awesome and dedicated team of staff and volunteers.



ON THE JOB YOU WILL:

1. Work in a fast-paced, goal-oriented office environment.
2. Work closely with the Executive Director in your first year and on land protection projects.
3. Be part of high-level planning and budgeting including conservation and project planning.
4. Conduct property site visits where you will assess, analyze and report findings including the condition of natural areas, potential and observed property issues, and public accessibility.
5. Prepare complex reports according to Land Trust Alliance standards and industry best practices including Baseline Documentation Reports, Conservation Easement Monitoring reports, Nature Preserve Management Plans, and others.
6. Post property signs, create and maintain trails, remove natural and man-made threats, and maintain the Conservancy Farm buildings.
7. Be an ambassador for SMLC with neighbors, partners, donors, volunteers, and others.

8. Conduct and oversee volunteer stewardship activities.
9. Facilitate SMLC's outreach events and represent SMLC at community events.
10. Participate in SMLC marketing, outreach, and fundraising activities.
11. Maintain SMLC's GIS database and use GIS and GPS tools where applicable.
12. Administer program grants and write reports, including to state and federal sources.
13. Maintain complete files, reports, records and documentation.

ADDITIONAL JOB REQUIREMENTS:

- ✓ Strong written, oral and interpersonal communication skills.
- ✓ Supervisory ability and a willingness to take direction and learn.
- ✓ Ability to work effectively without close supervision and as part of a cohesive team.
- ✓ Good organizational and record keeping skills.
- ✓ Periodic evenings and weekends (increases during the stewardship and outreach season).
- ✓ Desire to work in the field and ability to traverse varied terrain on foot, in inclement weather.
- ✓ A valid driver's license and a licensed, insured vehicle.

QUALIFICATIONS:

- ✓ Bachelor's degree in natural resource management, agriculture, planning or related field, plus a minimum of two years professional (conservation or related) work experience post-college.
- ✓ Experience managing projects and excellent time management skills.
- ✓ Familiarity with flora, fauna and ecosystems of the Great Lakes region.
- ✓ Knowledge of invasive plants and control remedies.
- ✓ Certifications in Pesticide Applicator's License and First Aid/CPR or willingness to obtain them.
- ✓ Experience working with the public and engaging volunteers.
- ✓ Proficiency using maps, compass, and GPS; familiarity with digital photography.
- ✓ Experience operating equipment, using power tools, and performing property maintenance tasks.
- ✓ Capable of lifting and transporting heavy objects.
- ✓ Experience with property caretaking such as for a farmhouse and outbuildings.
- ✓ Proficiency using Microsoft Office, mapping and ArcGIS software.
- ✓ Knowledge of In-Design or similar design program helpful.

Compensation and Application Procedure:

Full-time position (exempt) with health stipend, retirement benefits, sick and vacation leave. Salary range is mid-high 30's and is dependent upon experience. This is a mid-level management position. Send cover letter, resume, and three (3) references to: Jill A. Lewis, Executive Director, Southeast Michigan Land Conservancy, jlewis@smlcland.org. Position is open until filled, however all applications received by **May 23, 2018** will be reviewed. No unsolicited phone calls please. *SMLC is an equal opportunity employer.*

Southeast Michigan Land Conservancy

8383 Vreeland Rd., Superior Township, MI 48198

(734) 484-6565 ❖ (734) 484-0617 fax

To learn more, please visit www.smlcland.org