



SANTA LUCIA CONSERVANCY
Stewardship Associate
April 2021

The Santa Lucia Conservancy (Conservancy) is a 501(c)(3) non-profit land trust incorporated in 1995 to steward and protect, forever, the ecological integrity of the Santa Lucia Preserve. Located in the spectacular Santa Lucia Mountains near Carmel, California, we are dedicated to advancing the art and science of conservation-compatible development through adaptive land management, conservation easement stewardship, ecological research, and environmental education programs.

The Conservancy owns and actively manages 18,000 acres of lands within the 20,000-acre Santa Lucia Preserve to protect and enhance their extraordinary ecological values. Approximately 8,000 acres, 40% of The Preserve, are owned by individual Landowners and managed as “Openlands” through conservation easements held by the Conservancy. The Conservancy also works with a variety of academic and environmental partners to conduct and promote land management and ecological research to increase our understanding of local natural resources and the interactions between human communities and the natural environment.

Position Summary:

The Stewardship Associate is a full-time exempt position that reports to the Stewardship Manager. The Stewardship Associate participates in the Conservancy’s easement monitoring program and contributes to the Conservancy’s strategic initiatives. The position also participates in providing mapping and grant applications support, drafting property conditions reports, construction monitoring, and coordinating field visits. The Stewardship Associate is actively engaged in cross-departmental initiatives and occasionally represents the Conservancy’s easement stewardship program with speaking engagements, presentations, and participation in local stakeholder groups.

Essential Duties and Responsibilities:

Landowner Relations and Easement Stewardship (60%)

- Establishes and maintains partnerships with landowners, consultants, contractors, and other vendors as pertinent to construction and land management.
- Be a resource for landowners by providing recommendations on stewardship best management practices, answering technical questions about conservation easements, and connecting them to additional resources for land stewardship efforts.



- Conducts construction site and annual monitoring visits to conservation easement properties consistent with the Conservancy's monitoring and compliance policies and procedures.
- Documents easement compliance matters and issues of concern identified in the field.
- Prepares easement monitoring reports, including mapping, photo documentation, funding agency reporting, letters to landowners, and online database document retention.
- Assists with permitted uses and reserved rights requests.
- Prepares current conditions reports for easement properties.
- Works with communications staff to prepare grant applications for prospective projects.

Cartography and Geographic Information Systems (25%)

- Develops maps for presentations, record keeping, communication, and resource protection.
- Regularly uses Global Positioning Systems (GPS) and emerging technologies.

Cross-Departmental Collaboration, Administration, Community Engagement and Partnerships (15%)

- Works with Communications Team to produce communications and events about Conservancy's conservation work.
- Assists with Conservancy's strategic initiatives.
- Responds to and documents inquiries from the public, partners and landowners regarding Conservancy's stewardship and conservation work.
- Represents Conservancy through speaking engagements, presentations and participation in local stakeholder groups.
- Attends all Staff Meetings.
- Occasionally participate in team building activities or other activities to engage in all program areas.
- Assist the Stewardship Manager with work plan, budgets and timeline for annual conservation easement monitoring activities.
- Other administrative duties as needed.

Qualifications and Requirements:

Education

- Bachelor Degree in natural resource management, range management, environmental science, ecology, or related field preferred.



Experience

- Minimum 1 year of land stewardship experience monitoring conservation easements and providing stewardship support for an easement acquisition program.

or

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Knowledge, Skills and Abilities

- Diplomacy and tact with the ability to work collaboratively to build the Conservancy's relationships with The Preserve community.
- Familiarity with land conservation, conservation easements, and LTA Standards and Practices.
- Ability to relate to people of diverse backgrounds, training, and experience.
- Personal qualities of integrity, credibility and a commitment to land conservation.
- Outstanding project management and analytical skills with the ability to work independently on multiple complex projects.
- Experience creating maps and managing data with the current generation of ArcGIS software products.
- Excellent written and verbal communication skills.
- Familiarity with California flora and fauna, grassland ecosystems, and watershed management.
- Organized, efficient, reliable and detail-oriented with strong interpersonal skills and a commitment to collaborative teamwork.
- A commitment to diversity, equity and inclusion.
- General understanding of local construction requirements and standards.

Terms:

This is a full-time, exempt position at the Conservancy's office in Carmel, CA, with remote work during SIP and possibly after. Must be comfortable driving and hiking in rural/natural areas on uneven terrain and construction sites and working in a professional office, sitting and/or standing at a workstation for extended periods. Competitive salary and excellent benefits.

How to apply:

Please submit your application in one PDF format by **Friday, May 28, 2021** to Susan Giles, Director of Business Operations at sgiles@slconservancy.org. Applications should include:



- Cover letter describing your skills and personal connection to land conservation.
- Resume and salary requirements.
- Up to three personal and/or professional references.
- One to three writing samples that you believe showcase your qualifications for this position (excerpts from reports or professional letters).

No phone calls, no walk-ins, no recruiters.

The Conservancy is committed to a policy of equal opportunity without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment. Application by members of all underrepresented groups is encouraged. Hiring is contingent upon eligibility to work in the U.S.

Company Benefits: Includes health, dental, vision, FSA, life insurance, 401(k) with employer match, paid holidays, vacation, and sick time.

This job description does not constitute an employment agreement between employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job changes.