

Southeast Alaska Land Trust

CONSERVATION SPECIALIST

The Southeast Alaska Land Trust is hiring a Conservation Specialist responsible for land acquisition, outreach to individuals and organizations, and supervision of volunteers as described below. This is a flex time position, located in Juneau, Alaska, and offers competitive salary and benefits.

POSITION DESCRIPTION

Conservation Property Acquisition

Respond to inquiries from landowners and others to discuss conservation options for lands within Southeast Alaska, including fee simple acquisition and conservation easements. Work with willing landowners, conduct initial screenings of potential conservation projects, and perform site visits and resource assessments. Prioritize land acquisition activities and assist in negotiations. Cultivate working relationships with landowners and conservation partners through project stages. Maintain project records, oversee and complete project grants and land stewardship activities. Serve as support staff to the Board of Director's Lands Committee.

Outreach

Present information about land conservation to Southeast Alaska communities, agency representatives, SEALTrust members and other interested parties. Develop web site information, brochures, project presentations and member's updates.

Organization Management

Recruit volunteers, manage their calendar of events, and supervise their work.

Supervision

This employee reports to the Executive Director and must be able to work independently.

DESIRED QUALIFICATIONS

- 1) Understanding legal, financial and real estate issues involved in land conservation;
- 2) A minimum requirement of a BS/BA in Natural Sciences, Conservation, Planning, or related field and 2 years of experience or advanced degree;
- 3) Strong coordination, negotiating and public speaking skills ;
- 4) Effective communicator with a diverse audience of individuals and organizations including landowners, government officials, community organizations, media representatives, attorneys, appraisers;
- 5) Energetic, creative, and organized;

- 6) Proficient computer skills and knowledge of programs such as Microsoft Office, databases and ArcView GIS;
- 7) Able to read maps, aerial photos and use a compass and GPS
- 8) Willing to work in office and field, evenings and weekends on occasion (to meet deadlines and landowner and volunteer schedules.)

Preferred Experience

- 1) Experience working with landowners and negotiating conservation transactions;
- 2) Experience drafting and negotiating conservation easements and/or purchase contracts;
- 3) Experience compiling baseline documentation and conducting site monitoring visits.

DURATION

Flex time permanent position

START DATE

February 2009

COMPENSATION

Salary commensurate with education and experience

TO APPLY

Please send cover letter, resume and 3 references by **February 7th, 2009** to:

Diane Mayer

setrust@ptialaska.net

Questions? Call (907)586-3100