

Southeast Alaska Land Trust

CONSERVATION ASSISTANT

The Southeast Alaska Land Trust is hiring a Conservation Assistant responsible for conducting annual stewardship monitoring and reporting on conservation easements, membership and outreach development, and overall organizational and project support. This is a full-time entry-level position, located in Juneau, Alaska.

POSITION DESCRIPTION

Easement Monitoring and Reporting

Plan and conduct annual stewardship monitoring of SEAL Trust easements and properties. Coordinate with landowner. Organize monitoring data, including GPS points, photos and notes, and prepare annual stewardship reports.

Membership and Outreach

Design outreach materials such as brochures and newsletters for SEAL Trust members and for landowners who may be interested in conservation options. Regularly update SEAL Trust's website. Coordinate outreach events as needed. Organize fundraising and manage membership dues and thank you letters.

Organizational and Project Support

Support SEAL Trust staff with ongoing conservation projects. Support involves assisting with daily internal operations of the organization as well as performing groundwork for larger projects. Specific activities may include: research and report drafting, project database creation and management, board meeting materials preparation, and records management.

DESIRED QUALIFICATIONS

- 1) Familiarity with Southeast Alaska and the role of land trusts in land protection;
- 2) A minimum requirement of a BS or BA in Natural Sciences, Conservation, Planning, or related field;
- 3) Strong research, writing, and communication skills;
- 4) Ability to work independently and efficiently;
- 5) Familiarity with geodatabases;
- 6) Energetic, creative, and organized;
- 7) Ability to read maps, aerial photos and use a compass and GPS;
- 8) Strong computer skills and knowledge of programs such as Microsoft Word and Excel, Adobe In-Design, ArcGIS, and WordPress web hosting;
- 9) Flexibility and willingness to work in office and field, evenings and weekends on occasion.

DURATION

Full-time (40-hour week), permanent position

START DATE

May, 2011

COMPENSATION

Salary range of \$16/hr - \$17.50/hr, depending on education and experience

TO APPLY

Please send a cover letter and resume by **April 19, 2011** to:

Ms. Diane Mayer, Executive Director

setrust@ptialaska.net

Questions? Call (907)586-3100

For more information: www.southeastalaskalandtrust.org