



Stewardship Intern

Department	Stewardship
Reports to	Stewardship Coordinator; Executive Director
FLSA	Non-exempt; Temporary Employee
Position Summary	The Stewardship Intern will steward and monitor conservation easements. The internship involves 288 hours (approximately 8-10 weeks) of field and office work generally in the summer months.
Primary Responsibilities	<ul style="list-style-type: none"> • Monitor Conservation Easements: <ul style="list-style-type: none"> ➤ Work with Stewardship Coordinator to coordinate and schedule monitoring visits with landowners and volunteers; ➤ With the Stewardship Coordinator, cultivate relationships with landowners; ➤ Walks the property, documenting any challenges or changes found, specific to the easement; ➤ Updates property visit records, completes monitoring forms, organizes and files documentation, and advises the Stewardship Coordinator of any concerns; ➤ Works with Stewardship Coordinator and Executive Director to draft and send letters to the landowners with the results of the monitoring visit. • Steward Conservation Easements: <ul style="list-style-type: none"> ➤ Advises Stewardship Coordinator and Executive Director about inquiries related to landowners' conservation easements; ➤ Documents correspondence with landowners, information on properties, and other updates; ➤ Assists with creating current conditions reports and property feature update documentation for conservation easements as needed. • Committees; <ul style="list-style-type: none"> ➤ Attends Legal Committee meetings when scheduled to share information on monitoring and stewardship. • Performs administrative and clerical responsibilities in order to complete the tasks above. • Other related tasks and special projects as assigned.
Qualifications	<ul style="list-style-type: none"> • Knowledge of the region's flora and fauna is preferred. • Excellent writing, organizational, communication, interpersonal, and relationship building skills. • Proficiency in Microsoft Office programs. • Ability to work effectively with diverse groups including landowners, the general public, federal, county, state, and municipal officials, and conservation partners. • Passion for land conservation and for providing quality service. • Valid driver's license and reliable transportation for frequent travel.
Physical Requirements/ Working Conditions	<ul style="list-style-type: none"> • This position requires office work, car travel, and work at indoor and/or outdoor offsite locations. As such, the position requires frequent driving, sitting for long periods, walking and standing on uneven terrain, standing, bending, and reaching materials stored at floor level up to head height. The position requires use of the computer and the telephone, handling large printed materials and archived files in boxes up to approximately 20 pounds.