



## Position Description STEWARDSHIP ASSOCIATE

**Supervisor:** Director of Stewardship

**Location:** Jackson, Wyoming

**Duration:** May to October

**Work Schedule:** Four days per week (30 hours/week)

**Pay:** \$20 - \$23 / hour DOE

**To Apply:** Please email your resume and cover letter by end of day April 7<sup>th</sup>, 2023 to [derekellis@jhlandtrust.org](mailto:derekellis@jhlandtrust.org). No phone calls please.

The Jackson Hole Land Trust (JHLT) is a private non-profit organization dedicated to preserving open space and the wildlife habitat, scenic views, and agriculture it supports in and around Jackson Hole, Wyoming. The Stewardship Associate is a seasonal position geared for an individual who wants to apply his or her organizational, clerical, communication, and field skills to the mission of the JHLT while gaining experience in the field of land conservation.

**Position Description:** The Stewardship Associate assists in monitoring all JHLT conservation easements and properties owned by the JHLT and provides support to stewardship staff as needed. This includes the following:

- Contacting landowners and coordinating JHLT monitoring visits with the landowner and additional JHLT staff/board
- Preparing for monitoring and other site visits through the gathering of information regarding past visits and creation of maps using ArcGIS software
- Conducting annual conservation easement monitoring visits and field data collection
- Collecting, documenting, and archiving field and satellite imagery data
- Drafting landowner, government agency, and intra-office correspondence (letters, memos, etc.)
- Assisting with property management (fieldwork, enhancements, weed control, etc.)
- Assisting with conducting conservation easement baseline inventory reports
- Attend JHLT events and assist development/communications staff as needed