



## STEWARDSHIP ASSOCIATE

Position Description

March 2026

**Location:** Jackson, Wyoming

**Duration:** Mid-May through  
October

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

**Pay:** \$23 - \$26/ hour DOE

**Housing stipend:** \$525/month

**Supervisor:** Senior Land Steward

**To Apply:** Send your resume and cover letter (in one combined document) to [info@jhlandtrust.org](mailto:info@jhlandtrust.org) using subject line "Stewardship Associate", no later than **March 27, 2026**. 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 their 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 full-time stewardship staff and outreach as needed.

### RESPONSIBILITIES:

- Contacting landowners and coordinating JHLT monitoring visits with the landowner or manager 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 data, and drafting of reports
- Drafting landowner, government agency, and intra-office correspondence (letters, memos, etc.)
- Assisting with property management (fieldwork, enhancements, weed control, etc.)
- Assisting with components of conservation easement baseline inventory reports, as needed
- Attend JHLT events and assist development/communications staff, as needed

*The Jackson Hole Land Trust is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, gender, age, marital status, disability, national origin, sexual orientation, religion, ancestry, or political affiliation. The Jackson Hole Land Trust values diversity in the workplace and works to create and maintain an inclusive environment and culture amongst staff.*