

## Grand Traverse Regional Land Conservancy

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**Position Title:** Land Protection Team Assistant  
**Date:** April 15, 2025  
**Reports To:** Director of Land Protection, or as assigned.  
**Position Status:** Full-time, three-year term that includes benefits.  
  
**Salary Range:** \$42,888 - \$47,840 (\$20.62 – \$23/hour)

**Position Objective:** The Land Protection Team Assistant will support the Land Protection and Conservation Easement Stewardship staff with evaluation and completion of all types of land conservation projects and conservation easement stewardship tasks.

**Position Summary:** The Land Protection Team Assistant works closely with land protection and easement stewardship staff to conduct all phases of conservation easement, Conservancy land acquisition, and community-assist projects. Additionally, the Assistant will research and prepare grant applications, and educational materials in support of various land protection goals, coordinate work with outside contractors, and complete project recordkeeping. Collaboration with Conservancy staff and cross-team work with Fund Development and Communications Teams is expected.

### **Essential Duties and Responsibilities:**

- Assist with all phases of Conservancy land acquisition, conservation easement, and community-assist projects. This includes, but is not limited to:
  - Respond to landowner inquiries regarding potential projects;
  - Coordinate title work, appraisals, surveys, environmental assessments and other contractors, as necessary
  - Prepare baseline documentation reports
  - Assist with field evaluation of projects
  - Prepare draft land protection documents including, but not limited to, disclosure and gift acknowledgement letters, conservation easements, options to purchase, purchase agreements, and federal applications
- Assist Land Protection Specialists with the administration of township Purchase of Development Rights Programs
- Develop Land Protection Program materials for the education of the Board of Directors and staff, and for dissemination to landowners
- Review and disseminate information to the Land Team regarding public grant funding opportunities;
- Research and write grant applications and assist with grant administration

- Work with Fund Development staff to obtain public and private funding for land preservation projects and general operations
- Assist Easement Stewardship Staff with creation of baseline supplements, Easement Stewardship documentation, and permanent file systems
- Assist Land Team staff with gathering proper permanent documentation of all completed land projects, based on Conservancy procedures and Land Trust Alliance Standards and Practices requirements
- Develop, maintain and strengthen working relationships with various communities, private businesses, non-profit organizations, and government agencies
- Collect data and produce maps using ArcGIS software in support of land protection and fund development initiatives
- Collaborate with Conservancy staff outside of the Land Team, and other professionals, to support land protection and conservation easement stewardship projects
- Intake of phone and email inquiries from landowners regarding potential land protection projects
- Other duties as assigned by the Director of Land Protection.

**Supervisory Responsibilities:** None

**Work Environment:** This position is 40 hours/week, Monday-Friday 8-4 pm; approximately 70% in the office and 30% in the field. Some weekend and evenings may be required.

**Physical Factors:** Work both indoors and outdoors. Outdoor work often requires hiking and data collection in rough terrain, and at times, in inclement weather.

**Training, Education and Experience:**

- Bachelor's degree in natural resources, ecology, or related field
- Working knowledge of, and experience in, the application of GIS technology and ArcGIS software and relevant products
- Understanding ecological principles, and rudimentary plant and wildlife identification skills
- Salesforce CRM database training and experience is preferred
- Working knowledge of conservation easements is preferred

**Competency or position requirements:**

- Adaptability, and strong problem solving skills
- Strong verbal and written communication skills

- Ability to build and maintain strong working relationships with staff, supervisor(s), landowners, government partners, donors, volunteers, Board members, and other stakeholders
- A passion for conservation, and a willingness to work with people from diverse backgrounds to advance the Conservancy's mission
- A demonstrated ability to be a proactive self-starter
- Strong organizational skills with a commitment to accurate and detailed work products
- Field experience and a willingness and ability to work long hours in strenuous outdoor conditions
- Valid driver's license and reliable transportation
- May be subject to a background check.