



Stewardship Associate – Job Announcement

The Dutchess Land Conservancy (DLC), Dutchess County, New York, is seeking a full-time *Stewardship Associate*, to be based in its Millbrook, NY office. The *Stewardship Associate* will work as an integral member of the DLC's Conservation Easement Stewardship Team, and be responsible for monitoring conservation easement properties, creating maps, assisting with the DLC's geospatial data management, and keeping detailed records of stewardship activity in accordance with established protocols.

As part of the requirement to monitor conservation easement properties, the *Stewardship Associate* will be required to communicate with landowners and hike off-trail over a variety of terrains to document the condition of properties. The *Stewardship Associate* will be expected to use photography and operate GPS and iPad technologies to acquire data in the field. They will also be required to assist in managing and regularly updating DLC's geospatial data using ESRI's ArcMap, ArcGIS Pro, and ArcGIS Online applications.

In addition to monitoring and mapping, the Stewardship Associate is responsible for maintaining records of all conservation easement-related material in paper and electronic formats in an organized and efficient manner, in compliance with the DLC's recordkeeping and accreditation requirements. Record keeping requirements for the position include managing and updating data in DLC's Salesforce stewardship database, tracking and obtaining copies of publicly filed documents such as deeds, and organizing the storage of documents for archival purposes.

Essential Qualifications

- Ability to communicate effectively and professionally.
- Strong organizational skills and the ability to complete tasks efficiently and proficiently.
- Self-motivated, hardworking, detail-oriented, able to work independently and as a part of a team.
- Able to comply with standards and protocols.
- Strong verbal and written communication, proofreading, and editing skills.
- Experience in photography, ArcGIS and ArcGIS online, GPS technologies and Apple iOS (for the use of iPads in the field).
- Proficiency in Microsoft Word and Excel.
- Valid driver's license.

Desired Qualifications

- Bachelor's degree in an environmental or related field.
- Familiarity with land trust work and land conservation.
- Willingness to work outdoors and regularly walk or hike several miles per day, often off-trail and over rugged terrain.
- A genuine interest and enthusiasm for land conservation, land stewardship and being outdoors.

A detailed job description is available [here](#).

Please apply by sending a **cover letter** and **resume** using [Indeed](#) no later than February 20, 2023.