



## **DLC Stewardship Associate**

### **Job Description**

3/18/2025

The *Stewardship Associate*, under the direct supervision of the *Stewardship Manager*, is responsible for completing tasks for the Dutchess Land Conservancy (DLC)'s Stewardship Program. These tasks include monitoring conservation easements, assisting with DLC's GIS data management, maintaining proper file management, archival storage of stewardship and administrative documents, and managing the DLC's stewardship database. The *Stewardship Associate* may also work with the Education and Land Conservation staff on other tasks as needed.

### **Primary Responsibilities**

#### Monitoring of Conservation Easement Properties

1. Conduct annual ground monitoring of conservation easement properties, including scheduling site visits with landowners and extensive fieldwork. These visits involve hiking off-trail over various terrains to document property conditions.
2. Use photo-editing and GIS software to complete ground monitoring reports with associated maps and photographs.
3. Operate tablet and GIS Online technologies to acquire data in the field and integrate it into GIS maps for monitoring documentation.
4. Assist in managing and regularly updating DLC's GIS structure layer and inventory.

#### Record Keeping

1. Maintain Stewardship records of all conservation easement-related material in both paper and electronic formats, organized efficiently and in compliance with the DLC's recordkeeping policies and the Land Trust Accreditation Commission's requirements.
2. Manage and update data in DLC's stewardship database, documenting site visits, approvals of land uses, tracking ownership changes, and other pertinent information.
3. File conservation easements and reports with the NYS Department of Environmental Conservation, local municipalities, and other government organizations.
4. Track, obtain, and properly file copies of all relevant documents from the Dutchess or Columbia County Clerk's office.
5. Mail welcome letter packages and relevant recorded easement materials to landowners.
6. Organize and execute proper archival storage of conservation easements, baseline documentation reports, updated baselines, monitoring reports, easement correspondence, filed easements, and other administrative documents.
7. Regularly update Stewards of the Land list for use at events and in DLC publications.

#### Additional Responsibilities

1. Assist the *Director of Stewardship* and *Stewardship Manager* with data collection for baseline reports and estoppel property visits.
2. Support the *Outreach and Preserve Manager* with volunteer events as time allows.
3. Aid in supervising interns.
4. Assist with general office duties and other tasks as needed.