

CONSERVATION ASSISTANT JOB DESCRIPTION

The Conservation Assistant aids the Central Pennsylvania Conservancy's directors in achieving the organization's mission to acquire, preserve, and protect local land and natural resources in south central Pennsylvania.

KEY RESPONSIBILITIES:

- Contact landowners to schedule conservation easement monitoring visits
- Assist in monitoring visits and preparation of current condition reports
- Assist with stewardship of public preserves, including clearing and stacking of brush, removing invasive species, preparing sites for planting, harvesting native plant seed, potting plants, installing native plantings, etc.
- Assist with coordination of targeted landowner outreach efforts to identify new land preservation opportunities
- Coordinate field visits and document property characteristics with internal forms and procedures
- Create maps and other cartographic tools using ESRI GIS products including ArcGIS Pro and ArcGIS Online
- Assist in maintaining a Donor Database using the DonorPerfect management system
- Support comprehensive reorganization of digital files in Box cloud storage system
- Standard administrative office tasks such as answering phones, responding to emails, and greeting visitors
- Attend community, partner, and stakeholder meetings as needed
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Team-based work ethic
- Practical problem-solving and organizational skills
- Attention to detail and record keeping
- Basic knowledge of real estate and land conservation principles
- Adept at negotiation, creative problem-solving, and relationship building
- Ability to adapt, perform under pressure, and work both independently and as part of a team
- Good verbal and written communication and presentation skills
- Ability to work with diverse people and develop positive working relationships with landowners, government agency employees, and other stakeholders
- Competent with standard computer software, including ERSI products, Google Earth, MS Word, MS Excel, MS PowerPoint, and e-mail

ADDITIONAL DETAILS:

- Reports to the Executive Director
- 30-40 hours/week; on-site only
- Payment-in-lieu-of-Benefits, 10 days accrued vacation, and 12 paid holidays
- \$18 - \$25/hour commensurate with experience
- April 24th: Deadline for applications with a start date in May. Interviews in-person only.