

**Siskiyou Land Trust  
Conservation Coordinator  
Position Description**



**June 2020**

*Siskiyou Land Trust is seeking a part-time Conservation Coordinator to grow our impact in land conservation in Siskiyou County. This staff member will develop agricultural land conservation easement projects and assist on land acquisition projects for the preservation of an endangered, endemic species.*

Supervisor: Conservation Director

Classification: Part time (20 hours/week), non-exempt

Location: Mt. Shasta, CA

Wage: \$25 - \$28/hour DOE

Deadline: June 26, 2020

Are you an energetic, detail-oriented professional with the capacity for self-directed work who is passionate about land conservation in far northern California? Siskiyou Land Trust is a successful, growing organization seeking a motivated Conservation Coordinator to join our team. We've protected over 8,000 acres of working agricultural ranches, community open spaces and trails over our 25-year history. With this position we are seeking to grow our capacity for conservation work in Siskiyou County.

**SUMMARY OF POSITION**

The Conservation Coordinator is responsible for developing agricultural conservation easement projects and assisting on land acquisition projects of Siskiyou Land Trust (SLT) under the guidance of the Conservation Director. Tasks include assessing the conservation values of identified properties, meeting with landowners, applying for grants related to conservation easements, title and closing tasks, assisting with the negotiations and drafting of conservation easements, conducting appropriate record-keeping, and managing other tasks essential to completing conservation easement and land acquisition transactions.

The Conservation Coordinator works closely with the Conservation Director, as well as with landowners and project partners, including municipal governments, public agencies, and conservation organizations.

The Conservation Coordinator reports to the Conservation Director and does not supervise other staff. However, he/she may manage sub-contractors, partners, and volunteers.

## **WORKING IN COVID-19 TIMES:**

This position is intended to be based in Mt. Shasta at SLT's offices with some flexibility for work from home hours. The position requires site visits and meetings with landowners and project partners. During this time of Covid-19, SLT's office is closed and staff are working from home. Meetings are being conducted by phone and Zoom, with some carefully managed on-site, in-person meetings, if essential. This new staff person will have the challenge of getting to know the organization, its staff and job in this unusual environment. Until such time as SLT re-opens its offices, this staff person will be expected to provide their own at-home work environment. These conditions could be different by the time the position starts.

## **RESPONSIBILITIES:**

- Assist in developing two to four agricultural conservation easement projects in Siskiyou County by 2022. Working with the Conservation Director, conduct outreach to potential landowners, evaluate conservation values of properties, review grant program requirements, conduct project due diligence, draft and negotiate easements, and draft and submit grant applications
- Assist in projects for the purchase of fee title lands for the preservation of an endangered, endemic plant. This includes due diligence, title and closing work, landowner and project partner relationships
- Draft correspondence, memoranda and reports for landowners, partners, committees, board, and follow up from site visits
- Assist in the development of appropriate maps and GIS data
- Participate in the communications efforts and community engagement related to conservation protection projects.

## **PREFERRED QUALIFICATIONS:**

- A bachelor's degree preferred in natural resources, real-estate law, land management or other field related to conservation
- A minimum of three years' demonstrated experience working on complex projects, conservation real estate transactions, or relevant work experience
- Scientific knowledge of, and field experience with, the landscapes and natural resources of far northern California
- Proficiency understanding maps, natural resource information and spatial data
- Demonstrated experience in record keeping and data management
- Excellent communication skills and the ability to work with a wide variety of individuals, including landowners, partners, staff, board members, and volunteers
- Well organized and self-directed, with attention to detail and follow-through necessary for conservation real-estate transactions
- Proficiency with PC computer systems, Microsoft Office and GIS programs
- Curiosity for the natural world and a passion for conservation.

## **ABOUT SISKIYOU LAND TRUST**

Siskiyou Land Trust a community based non-profit organization that strives to protect open space, ranch and farmlands, forest and wetlands, natural resources, scenic viewsheds and wildlife habitat in beautiful Siskiyou County.

The Siskiyou Land Trust is a private nonprofit organization that promotes and utilizes a variety of tools to help landowners and communities in Siskiyou County accomplish their land protection objectives. We demonstrate public interest in the goals of preserving open space, agricultural, forest and wild lands for the benefit of future generations.

Founded in 1993 to promote long-term land stewardship in Siskiyou County, we work with willing landowners, agencies, and organizations to acquire land and conservation easements through a variety of flexible approaches, many of which offer significant tax benefits to the landowner.

### **Our Mission:**

The Siskiyou Land Trust is dedicated to long-term stewardship of agricultural, forest and wildlands in Siskiyou County by working with willing landowners, agencies and organizations.

## **TO APPLY**

Please send a cover letter explaining how you personally connect with SLT's mission and why this position is a good fit with your career objectives along with a detailed resume.

**Via Email:** [sltfriendraising@gmail.com](mailto:sltfriendraising@gmail.com)

**Via Mail:** Renee Casterline, Executive Director

Siskiyou Land Trust  
P.O. Box 183  
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*For additional information about Siskiyou Land Trust, please visit our website: [www.siskiyoulandtrust.org](http://www.siskiyoulandtrust.org).*