



**OJAI VALLEY LAND CONSERVANCY
LAND PROTECTION SPECIALIST
JOB DESCRIPTION**

The Land Protection Specialist provides land conservation project support and coordination to the Executive Director of the Ojai Valley Land Conservancy (OVLC). This part-time non-exempt position is supervised by the Executive Director and is based at OVLC's Ojai, California office. The Ojai Valley Land Conservancy protects and restores the open space, wildlife habitat, watersheds, and views of the Ojai Valley for current and future generations.

Responsibilities:

- Assists in all phases of land acquisition projects and programs, including conservation project background research, title investigation, natural, agricultural, and cultural resources; outreach to landowners, governmental agencies, non-profit partners, and community groups; and coordination with title companies, appraisers, surveyors and other due diligence consultants.
- Supports legal analysis on land protection projects including tracking critical project dates, due diligence review, real estate closing preparation and other responsibilities.
- Assists in research, development, writing, and management of public and private grant applications for land protection projects and programs.
- Supports board and community engagement and planning related to acquisitions.
- Supports development of land protection plans and priorities.
- Responds to inquiries by and conducts strategic outreach to individuals, community groups and government agencies regarding land protection projects.
- Prepares high-quality maps, graphic, and written materials for presentations and other project related needs.
- Responsible for various administrative tasks including invoice submission, project tracking, and grant reporting.
- Maintains compliance with Land Trust Accreditation Commission requirements concerning land acquisitions.

- Assists Stewardship staff in creating baseline documentation and reports and land stewardship plans
- Assists Stewardship staff in annual monitoring for fee-owned and easement lands.
- Manage and develop spatial data using Geographic Information Systems (GIS).

Qualifications:

- Bachelor's degree required.
- Course work or experience in environmental studies, conservation, real estate, planning, public policy, or related area.
- One or more years of related experience or equivalent, two or more years preferred.
- Demonstrated commitment to land conservation and community-based work.
- Availability to work evenings and/or weekends on occasion in order to participate in public and community or advisory body meetings and other OVLC events.

Special Knowledge and Skills:

- Ability to balance sound business sense and judgment with commitment to land conservation.
- Superior written, graphic, and verbal communications skills.
- Excellent organizational skills and ability to work on complex projects.
- Proficient with Microsoft Office suite, graphics and spreadsheets.
- Experience with mapping and legal contracts desired.
- Fluency with Geographic Information Systems (GIS) software sufficient to create maps and conduct spatial analyses.
- Ability to work under pressure, juggle multiple tasks and meet deadlines.
- Ability to work independently or as a team member as appropriate.
- Ability to take initiative, make suggestions, be creative and solve problems.
- Strong people skills, ease with many types of personalities.
- Community engagement skills are a plus.

WORKING CONDITIONS & PHYSICAL EFFORT

Work requires occasional physical exertion and/or physical strain, and the work environment involves only infrequent exposure to disagreeable elements. The Land Protection Specialist must have the ability to walk on uneven ground in the outdoors.

Interested candidates should send a resume and cover letter to opportunities@ovlc.org.

*All applicants who are offered employment with OVLC
may be subject to a background check.*