



# Job Opening

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<b>Position Title:</b>	Easement Coordinator
<b>Department:</b>	Stewardship
<b>Reports To:</b>	Conservation Director

## **Job Summary:**

The Land Trust of Santa Cruz County (Land Trust) invites applications for the Easement Coordinator position. With more than 50 conservation easements under our care, the Land Trust efficiently protects thousands of acres of farmland, forest, and biodiversity hotspots. This position monitors these easements, maintains effective relationships with landowners, and coordinates easement enforcement when necessary. Strong candidates will be highly organized, effective communicators, skilled at interpreting legal language, and dedicated to conservation.

The coordinator is a member of the Stewardship Team and works closely with staff across all departments. This job is a full time, permanent exempt position with excellent benefits and a great work environment. We offer a green commute stipend, professional development opportunities, staff events with great food and fun, and a kid-friendly and dog-friendly office. Work hours total 40 hours per week, occasionally including some evenings or weekends outside of the traditional office schedule. This is mostly an office-based position, with some time spent in the field. The work location is flexible between the Land Trust office and remote if practical. Starting salary for this position ranges from \$65,000 to \$70,000 annually.

## **Job Responsibilities:**

### **Easement Property Leadership**

- Conduct or coordinate annual easement monitoring and reporting, including the workflow of staff who assist in easement monitoring.
- Coordinate the nature and resolution of potential easement violations and connect landowners with resources to address violations.
- Coordinate the defense of easement terms with staff, attorneys, and consultants.
- Authors and amends property reports.
- Coordinate with others to implement management projects on easement properties, consistent with the provisions of the easement.

### **Process Management**

- Maintain easement records to Land Trust Alliance standards; update policies & procedures.
- Assist with the Land Trust Alliance reaccreditation.
- Assist with easement acquisition projects.

### **Contracts and Easements on Fee Lands**

- Coordinate leases with growers on Land Trust-owned farmland.
- Assist in property management by coordinating access and activities by easement holders and others with access rights.
- Coordinate Land Trust response to encroachments and potential violations of the terms of mitigation agreements on our properties.
- Assist with property management and the development of mitigation and encroachment agreements.

### **Required Job Knowledge, Skills, Ability & Experience:**

- A sincere interest in land conservation
- Ability to interact effectively with many personalities and to work through conflict
- Ability to organize and maintain clear and accurate records
- Ability to manage time and coordinate schedules
- Ability to coordinate staff, contractors and volunteers with effective results
- Have a driver's license and be capable of driving safely in city, rural and 4wd conditions.
- Physically capable of walking in varied terrain including steep, muddy, heavily vegetated and sandy conditions, with potential exposure to natural hazards such as poison oak, ticks, rattlesnakes, yellow jackets and mountain lions

### **Preferred Skills, Ability & Experience:**

- An understanding of the conservation of natural, agricultural, cultural, and open space resources and the role of land trusts in that effort
- Experience and education relevant to land management
- Proficient with GIS and GPS tools and reading maps
- Familiarity with agricultural lease or license agreements
- Knowledge of resources for private landowners
- Proficient with software including Microsoft Office
- An appreciation of the law and ability to interpret easements, deeds and similar legal documents

### **Application instructions:**

The Land Trust of Santa Cruz County operates in an ecologically and demographically diverse region of central California. During the last four decades, the Land Trust has made substantial headway in environmental conservation by helping to protect more than 14,000 acres of various habitats and farmland. We recognize that our organization does not represent the human diversity of our region that will enhance our work and impact.

The Land Trust aspires to be an organization representative of the communities we serve. We are looking for people with a passion for nature, land protection, and teamwork. We encourage everyone to apply for our available positions, even if they don't meet all the hiring criteria on the job description.

- To apply, submit a cover letter and resume by March 24, 2023 to:  
[job@landtrustsantacruz.org](mailto:job@landtrustsantacruz.org)
- Applications will be reviewed as they are received.