

Ice Age Trail Alliance
Staff Position Description
Property Steward

POSITION PURPOSE:

The Property Steward is a full-time, permanent position responsible for the management and maintenance of Ice Age Trail Alliance (Alliance) held property interests.

REPORTING RELATIONSHIP:

Reports to the Director of Land Conservation

CORE DUTIES:

- General management of Alliance-held properties including such duties as writing management plans, marking boundaries and tracking hunting permits
- Responsible for the property monitoring program including performing annual visits, working with volunteer and enforcing easement terms
- Database management and data entry including file organization and archiving
- Assist with grant funding proposals, implementation, and reporting
- Collect, interpret, and create maps using Geographic Information System (GIS)
- Assist with development and oversight of short- and long-range goals and objectives for compliance with Land Trust Alliance *Standards and Practices*

EDUCATION, EXPERIENCE, AND SKILL REQUIREMENTS:

- Bachelor's Degree in biology, natural resources, land use management, forestry, or other related field or related professional experience required
- Successful candidate will be self-directed, highly motivated, flexible, and detail-oriented
- Strong social and interpersonal skills including the ability to resolve and mediate conflict and maintain good working relationships with coworkers, volunteers, and members of the community
- Computer proficiency, preferably including ArcGIS software
- Ability to effectively relate to a diverse range of people, via oral and written communication
- Ability to work in extreme environmental conditions, including excessive heat and cold, biting and stinging insects, and steep terrain

- Able to perform heavy lifting of weights up to 60 pounds
- Current, valid driver's license and their own vehicle, which can function in weather and road conditions of all seasons
- Must have general knowledge of conservation issues and be committed to the mission and vision of the Alliance
- Must be personable, with excellent public speaking capabilities and oral and written communication skills

OTHER DESIREABLE ATTRIBUTES:

- Experience working with a land trust or other similar organization
- Experience in conservation and recreation programs
- Competency with hand tools, small power tools, and basic tool repair work
- Ability to work under pressure, meet flexible deadlines, set priorities, deal diplomatically with individuals, supervise others, and conceptualize restoration strategies
- Undertake occasional overnight travel to official Alliance functions, conservation-related conferences, and site visits. Attend occasional evening or weekend events

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