



Land Stewardship Fellow Job Description

GALLATIN VALLEY LAND TRUST (GVLT) is a local non-profit organization that conserves southwest Montana's heritage of open landscapes, working farms and ranches, healthy rivers, and wildlife habitat; and creates trails to connect people, communities and the land. Please visit our website, www.gvlt.org for additional information.

POSITION GOAL: To complete critical, annual stewardship tasks that lay the foundation for high quality service to GVLT landowners and simultaneously provide a professional, on-the-ground opportunity for current or aspiring land trust practitioners.

DESCRIPTION: The Land Stewardship Fellow supports land protection efforts by providing office and field support to the Stewardship Coordinator for annual monitoring of conservation easement properties. The Fellow will conduct property monitoring in the field, assist with file management, manage GPS data, and assist with GIS cartography. Through this work, the Fellow will gain experience with the detailed terms of conservation easements and their interpretation, the systems necessary to manage multiple easements in perpetuity, and direct communication with landowners. In addition, as a member of the GVLT Lands team, the Fellow will be exposed to the process, progression, and details of new conservation easement projects.

SPECIFIC DUTIES.

- Conduct field visits of conservation easements to monitor annual changes in land use for compliance with conservation easement terms.
- Upload and manage GPS data, including naming and filing data appropriately.
- Enter field data into a database, print database reports in hard copy for paper files.
- Upload and manage digital photos, including naming, filing, and printing of hard copies.
- Update paper files with new maps, updated monitoring reports, and copies of photographs.
- Support strong relationships with landowners.
- Provide GIS support and services. Complete new maps for conservation easement properties with updated annual monitoring data, as needed.

QUALIFICATIONS

Required:

- Coursework or degree in natural sciences, urban and regional planning, or related field.
- Experience with GIS systems, particularly ArcView 9.3.
- Experience collecting and managing field data, including digital photography and GPS waypoints.
- Experience with data entry and quality control. Ability to pay attention to detail and organize information efficiently.
- Ability to communicate effectively, both verbally and in writing. Outgoing and diplomatic personality with the ability to represent GVLT.
- Basic experience with database management; Microsoft office (Word, Excel, PowerPoint and Outlook) and advanced computer functions including navigating the Internet.

- Proven organizational skills and attention to detail. Ability to meet deadlines and juggle multiple tasks.
- Physical requirements: ability to walk up to one mile over rough terrain and navigate in remote areas.
- Ability to work independently and as part of a team.

Preferred:

- Experience working with landowners on resource management issues or land rehabilitation.
- Familiarity with local habitat types and flora (grasses, weeds, common shrubs/trees/forbs); ability to identify species. Bird identification skills a plus.

TERM: Ideal term of employment for 2010: May 3rd – October 29th. Scheduling can be flexible, but the Fellow shall work a minimum of 30 hr/wk for 16-24 weeks during the 2010 field season. Must be willing to sign a confidentiality agreement. Pay is \$10-14/hour, DOE. There may be an opportunity to receive course credit in related MSU department for this fellowship.

REPORTS TO: Stewardship Coordinator

TO APPLY: Send a letter of interest explaining how your experience and skills match this position. Include a resume and contact information for three references (include explanation of relationship). Please email to kate@gvlt.org with “Land Stewardship Fellow” in the subject line. No calls please. Application deadline: **March 1, 2010**.

**Gvlt is an equal opportunity employer.
For more information about Gvlt, go to www.gvlt.org.**