



JOB DESCRIPTION - Conservation Associate

Position Duties and Responsibilities: The Conservation Associate is responsible for the stewardship and administration of Yolo Land Trust's conservation portfolio which consists of over 65 conservation easements, and one fee-owned farm. The Conservation Associate must physically monitor all the conservation easement farms once a year, as well as oversee the operation of a 633-acre farm. This position also includes the administration of the portfolio, so the Conservation Associate is responsible for maintaining records. Both aspects of the position are equally important.

Type: Full-time, non-exempt (hourly) position. Compensation based on skills and experience.

Primary Areas of Responsibility:

Monitoring Conservation Easement Portfolio – *(comprises about 30% of the job)*

- Conduct monitoring of all conservation easements by visiting each farm once a year during a roughly six-month period (March to August). We also monitor 3 other conservation easements for other agencies.
- Complete written monitoring checklists and reports, and submit accurate and timely reports as required by funding obligations.
- Analyze conservation easement agreements to determine compliance following monitoring, and to answer questions about permitted practices; write letters and reports following analysis.
- Communicate with landowners to schedule monitoring and to establish and maintain a good working relationship.
- Compile and update maps of properties, take monitoring photographs.
- Draft monitoring checklists, organize closing binders.
- Research latest standards, protocols and technology for monitoring.
- Track time on an hourly and per project basis.

Maintain Conservation Easement Portfolio Files – *(comprises about 35% of the job)*

- Update Access property database and produce reports as needed.
- Update GIS maps and files as necessary.
- Update internal policies and procedures as necessary.
- Organize digital and paper records.
- Draft policies as necessary to comply with the Land Trust Alliance standards and practices on monitoring and stewardship.
- Review existing monitoring procedures against Land Trust Alliance standards and practices.

Oversee Operations of Elkhorn Farm – *(comprises about 10% of the job)*

- Establish a record keeping system for important documentation, communication, finances.
- Research available grant programs to enhance the agricultural and habitat values.
- Attend partners meetings on matters affecting the farm.
- On-going communication with tenants.
- Occasional visits to farm.

New Easement Projects – *(comprises about 10% of the job; will vary from time to time)*

- Prepare and submit grant applications for funding of new projects.
- Assist Executive Director on new conservation projects as needed, including preparation of the Baseline Conditions Report. This includes at least two field visits, compiling soil reports, preparing maps, writing reports and determining future monitoring needs.

Additional Responsibilities – *Comprises about 15% of the job*

- Staff monthly Land Conservation Committee (currently meets once a month via Zoom).
- Write newsletter articles on conservation portfolio.
- Staff annual signature fundraising event, A Day in the Country held the second Sunday in September, and assist other staff prior to and after the event as needed.
- Other tasks for the organization as requested by Executive Director.
- Attend YLT board meetings as requested.

Education and Qualifications. The Conservation Associate must possess the following:

- Commitment to the mission of the Yolo Land Trust to conserve agricultural land in Yolo County
- Bachelor's degree in agriculture, science or related field
- Minimum of two years' experience in conservation, agriculture, real estate or related field
- Proficiency in software programs including MS Office (Word and Excel), Access, Adobe
- Ability to use field tools such as GPS device and iPad for monitoring
- Intermediate GIS experience is preferred
- Physical ability to conduct fieldwork, especially during monitoring season, throughout Yolo County, including walking around farms; fieldwork is done by the Conservation Associate without additional assistance or personnel; must possess valid driver's license and own vehicle to travel throughout Yolo County farms
- Ability to work independently and manage timelines for monitoring reporting, including prioritizing to meet funding deadlines
- Demonstrated strong organizational skills, with attention to detail and to following instructions
- Must be willing to work outside at signature fundraising event in September on Saturday and Sunday, and occasional other weekend and night work
- Ability to track work time on an hourly basis and to timely submit timesheets twice a month
- Demonstrated communication, interpersonal and administrative skills, to maintain outreach with landowners, and to work as a team member in a small office setting
- Excellent writing skills
- Pay will be commensurate with experience

About the Yolo Land Trust

The Yolo Land Trust is a nonprofit organization that is working to keep farms and ranches in Yolo County. The Yolo Land Trust has over 65 conservation easement contracts with landowners who have agreed to permanently restrict their land for agriculture. The Yolo Land Trust partners with the county and the local cities to meet their farmland mitigation requirements. The Yolo Land Trust seeks to educate the public about the importance of maintaining farms and ranches for food production, and for the many other benefits of farmland and rangeland.

Application instructions:

Please email a cover letter, a resume and three work-related references by March 15, 2021 to careers@TheYoloLandTrust.org. Please include "Conservation Associate" in the subject line.

References will only be contacted after an initial interview. No telephone calls please.