

HeadWaters Land Conservancy AmeriCorps Position Description: **Land Protection Specialist**

HeadWaters Land Conservancy is a not-for-profit organization that works to conserve the precious lands of northeastern Lower Michigan by protecting the natural areas, water, wildlife and farmlands of this region. The Conservancy works within an eleven county service area, one of the largest in the state, preserving lands in Alcona, Alpena, Arenac, Crawford, Roscommon, Iosco, Montmorency, Ogemaw, Oscoda, Otsego and Presque Isle counties.

HeadWaters Land Conservancy is seeking an AmeriCorps member to help our organization better fulfill its mission of preserving land. We are seeking someone to assist in the acquisition and stewardship of conservation easement properties, participate in the implementation of a proactive land protection project, and support efforts to reactively preserve properties within our priority areas.

This is an excellent opportunity to acquire hands-on experience in the critical field of land protection. HeadWaters is looking for someone who is able to manage multiple tasks, can relate well to a diverse group of land owners, and will be a positive representative of HeadWaters Land Conservancy and Huron Pines AmeriCorps within the community.

Scope and Purpose of Service: The Associate Land Protection Specialist will work with HeadWaters' staff and property owners to protect properties within our priority areas. Additionally, this position may also support HeadWaters' staff and Land Protection Committee with annual conservation easement stewardship efforts.

Duty Location: Gaylord, MI **Responsible To:** Land Protection Director

POSITION DUTIES AND RESPONSIBILITIES:

- Respond to potential conservation easement donor inquiries
- Perform initial site inspections for interested landowners
- Work with staff and landowners to develop conservation easements
- Assist in the baseline report compilation
- Aid in the monitoring of current easements that the conservancy holds
- Contribute to the development of useful land-owner relationship building strategies through mailings, visits, and newsletters.
- Meet with local units of government, donors, and other key audiences to promote land protection in various communities and encourage participation and support.
- Assist in efforts to strengthen and implement land protection/stewardship policies and practices

Huron Pines AmeriCorps Requirements

- Prepare and submit bi-weekly schedules
- Maintain and submit accurate timesheet and mileage reimbursement form
- Conduct at least one presentation to community groups about Huron Pines AmeriCorps
- Engage at least 20 volunteers in resource stewardship activities
- Submit 3 "Great Stories"

- Provide regular project updates and photos for the website
- Participate in three resource management/professional development trainings
- Participate in Huron Pines AmeriCorps Spring Service Project and at least two state-wide AmeriCorps trainings/service projects
- Represent yourself as a Huron Pines AmeriCorps Members at all times

QUALIFICATIONS:

- ✓ Strong knowledge of natural resources, including species I.D.
- ✓ Experience with GPS preferred. GIS experience helpful.
- ✓ Orientation skills, map reading, map drafting experience helpful.
- ✓ Effective communication skills, especially in large groups.
- ✓ Willingness to occasionally work on weekends and evenings.
- ✓ Ability to handle multiple projects and responsibilities efficiently.
- ✓ Have a positive attitude and ability to work with confidence, even under unfamiliar situations.
- ✓ Bachelor's Degree required in natural resource management or related field.
- ✓ Excellent verbal and written communication skills
- ✓ Computer efficiency (database, spreadsheet, word processor)
- ✓ Ability to motivate people and to work with a diverse group of audiences
- ✓ Highly organized
- ✓ Commitment to conserving the forests, lakes and streams of northeast Michigan
- ✓ Willingness to travel to off-site locations. Use of a personal vehicle is required to perform duties (mileage will be reimbursed).

HeadWaters Land Conservancy is a non-profit 501(c)(3) organization and an equal opportunity provider.