



## Land Conservation Internship

Supervisor: Conservation Manager, Alex Jeffers

Location: Our office is located downtown at 412 North Commercial Street, Bellingham.

Stipend: \$500

Timeframe: Flexible

Hours: Flexible and dependent on availability, 8-12 hours per week

Application: Please email cover letter and resume to [Alex@whatcomlandtrust.org](mailto:Alex@whatcomlandtrust.org).

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### Position summary

Whatcom Land Trust is a non-profit organization and is an accredited land trust. The mission of the Whatcom Land Trust is to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship.

The Land Conservation Intern supports Whatcom Land Trust's land protection and stewardship work. The position assists with activities related to acquisition of new conservation properties. This includes assisting in planning, research, due diligence, mapping, filing, database entry, reports and grants. The Land Conservation Intern reports to the Conservation Manager.

### Position responsibilities

- Support in updating and developing Land Trust policies and standard document templates.
- Grant Support including writing, implementing and completing scope of work of awarded grants, assisting with maintaining grant tracking system, partnership agreements, applications statuses, and deadlines.
- Prepare background and baseline documentation (maps, aerial photographs, zoning, land use, mineral and water rights information) for new conservation projects.
- Assist with organization of Land Trust files in both physical and digital formats.

### Qualifications

- Ability to be flexible, multi-task, perform under pressure, and work independently and as part of a team.
- Ability to work with diverse people and develop positive working relationships with co-workers, landowners, agencies, and other partners and stakeholders.

- Practical problem-solving and organizational skills with attention to detail and record-keeping.
- Map orientation and interpretation skills, basic GIS mapping, GPS and field marking and associated software applications, or a strong willingness and ability to learn.
- Ability to walk several miles over rough terrain and navigate in remote areas; access remote areas of conservation properties sometimes involving traversing rugged terrain and dense vegetation.
- Ability to communicate effectively, both verbally and in writing with landowners, the public, media, professional colleagues and governmental entities.
- Demonstrated knowledge of natural history of northwest Washington, land conservation techniques, and real estate principles, or a strong willingness and ability to learn.
- A demonstrated commitment to land conservation.

## **Application process**

Email single PDF of cover letter and resume to Alex Jeffers, Whatcom Land Trust's Conservation Manager, at [Alex@whatcomlandtrust.org](mailto:Alex@whatcomlandtrust.org) by **March 7, 2022**. Whatcom Land Trust is an equal opportunity employer that welcomes all applicants and does not discriminate in its hiring practices.