



## Conservation Easement Coordinator

**Office:** 412 N. Commercial Street, Bellingham, WA 98225

**Pay:** \$21 per hour, non-exempt

**Schedule:** 40 hours per week generally Monday through Friday 9:00-5:00pm with occasional weekend and evening hours. Some remote work is negotiable; however, the majority of time is in the office and field.

**Benefits:** Include but are not limited to; competitive health benefits, up to 3% retirement match, 11 holidays annually, vacation hours increase with tenure, and a cell phone stipend.

**Posted:** The position is open until filled and screening of applications begins January 1, 2024.

### About Whatcom Land Trust

Whatcom Land Trust is a nationally accredited non-profit organization with the mission 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. Since 1984, the Land Trust has protected over 26,000 acres.

### Position Summary

The Conservation Easement Coordinator supports and coordinates stewardship of Whatcom Land Trust's Conservation Easement properties by conducting annual on-the-ground monitoring, reporting, filing, responding to easement inquiries, investigating and managing potential violations, assisting with easement amendments, and building and maintaining positive relationships with easement landowners. Currently, Whatcom Land Trust has conserved just over 10,000 acres through approximately 110 Conservation Easements.

### Key Responsibilities

- Landowner relationships: Initiate and maintain positive working communication and relationships with easement landowners to enhance compliance and community engagement.
- Annual monitoring and reporting: Manage and ensure annual on-the-ground monitoring of every Conservation Easement property in compliance with Land Trust Alliance (LTA) Standards and Practices and promptly create reports after each property site visit for permanent records, including utilizing ArcGIS to create basic property maps.
- Recordkeeping: Implement, maintain and refine meticulous recordkeeping system for Conservation Easements, including utilizing ArcGIS to improve database of easement properties.
- Legal interpretation: Provide interpretation of Conservation Easement terms as requested by landowners in consultation with Stewardship Director and legal counsel as necessary.
- Other duties as assigned.

### Qualifications

- At least four years' work or higher-level education experience or combination of education and work experience to successfully perform duties of the job.
- Ability to walk up to five miles over rough terrain and navigate in remote areas year-round.
- Experience with Microsoft Office, Google suite, Excel, recordkeeping and database management.
- Excellent attention to detail, organizational skills, and both written and verbal communication skills.
- Ability to work well independently and as part of a team in a fast-paced environment.
- Valid driver's license and clean driving record.
- Desired: Experience with ESRI ArcGIS and/or working with Conservation Easements.

**To Apply**

Email a cover letter, resume, and contact information for three references (at least two work references, one of which needs to be from a direct supervisor) to [officemanager@whatcomlandtrust.org](mailto:officemanager@whatcomlandtrust.org) with “Conservation Easement Coordinator” in the subject line. We will not contact your references without notifying you prior. You may also hand deliver your application if needed. Please include in your cover letter a description of your interest in the position, qualifications for the position and relevant experience. The position is open until filled and screening of applications begins January 1, 2024.

*Whatcom Land Trust is an equal opportunity employer and does not discriminate in hiring based on state or federally protected classifications, including but not limited to race, color, national origin, ancestry, religion, creed, sex, pregnancy, sexual orientation, gender, gender identity, disability, use of trained service animal, honorably discharged veteran or military status, age or genetic information.*