



JOB DESCRIPTION: PROGRAMS AND STEWARDSHIP ASSISTANT

Job Purpose:

The Programs and Stewardship Assistant is responsible for supporting staff in the project transaction process and stewardship of all conservation easements held by the Wyoming Stock Growers Land Trust. This includes tracking and managing documents and correspondence comprising the due diligence for new projects and managing the closed and archived files.

Primary Responsibilities:

- Assist with the due diligence review and the transaction process of new conservation easement projects
 - This includes the reviewing Title Commitments, Appraisals, Minerals Reports, Phase 1 Environmental Reports, conservation easement deeds, and transaction documents (i.e. settlement statements etc...)
- Drafting current condition (Baseline Documentation Reports) and management reports for new conservation easement projects
- Annual monitoring and stewardship of conserved properties
 - Ensure that the current condition of each property is fully documented
 - Complete follow-up paperwork and maintain files documenting the annual monitoring visit
 - Respond to landowner reserved right requests and third party inquiries in a timely manner
 - Monitor existing conservation easements as directed (requires frequent overnight travel from April – September)
- Management of Closed and Archives files
 - Work with entire team to ensure the maintenance of complete and accurate files of conservation easements
- Grant writing for conservation easement funding and stewardship operations
- Identify stewardship partnerships
- Compliance with the Land Trust's policies and alignment with the Land Trust Alliance's Standards and Practices
- Other duties as assigned

Position Requirements:

- Bachelor's degree or equivalent experience in the field of agriculture, natural resource management, land conservation, or a related field.
- Strong organizational skills and the ability to work independently, under deadlines and produce accurate work
- Proficient verbal and written communication skills
- Tactful, possessing ability to work with high degree of personal and professional initiative and maintain confidentiality
- Excellent computer skills and high command of MS Office; GIS experience necessary; Drone experience desirable
- Proven capacity to work effectively as a team player; willingness to participate in all facets of this unique Land Trust.
- Commitment and enthusiasm towards the mission, programs and philosophy of the Wyoming Stock Growers Land Trust
- Valid driver's license
- Good physical condition; ATV experience necessary

Location: Cheyenne

Reports To: Stewardship Coordinator

Salary: DOE

Benefits: Health, dental, and vision insurance provided. 401 (k) retirement plan. The Wyoming Stock Growers Land Trust is an Equal Opportunity Employer.