



JOB DESCRIPTION: RANGLAND STEWARDSHIP ASSISTANT

Job Purpose

The Ranchland Stewardship Assistant furthers the mission of the Wyoming Stock Growers Land Trust (WSGLT) in conserving Wyoming's working agricultural landscapes. The Stewardship Assistant will work with the programs team to monitor all conservation easements held by WSGLT; including the annual onsite review of 102 projects across 278,000 acres of Wyoming ranchlands. The Stewardship Assistant also provides technical expertise and support in completing new conservation projects. Other administrative responsibilities include supporting WSGLT with project due diligence and managing project documentation for pending and completed projects.

Primary Responsibilities

- Annual monitoring and stewardship of conserved properties
 - Work with the WSGLT team to monitor existing conservation easements (requires frequent overnight travel from May - September)
 - 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
- Draft Baseline Documentation Reports (BDRs) and management reports for new conservation easement projects
 - BDR's inventory current agricultural, ecological, and cultural conditions lands being conserved
 - Management reports detail ongoing management goals and objectives for each property
- Assist with the due diligence review and the transaction process of new conservation easement projects
 - Includes Title Commitments, Appraisals, Minerals Reports, Phase 1 Environmental Reports, conservation easement deeds, and transaction documents (i.e. settlement statements etc...)
- Manage Closed and Archived project files
- Write grants for conservation easement funding and stewardship operations
- Identify stewardship partnerships
- Maintain compliance with the WSGLT'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 agriculture, natural resource management, land conservation, or a related field
- Excellent computer skills and high command of MS Office; GIS experience necessary; Drone experience desirable
- 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
- 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: Conservation Director

Salary: DOE

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

To Apply: Submit cover letter and resume to kaylee@wsgalt.org

Anticipated Start Date: Mid to Late Spring

Position open until filled.