



## Stewardship Associate Job Description

**Position Type:** Full-time

**Reporting:** Stewardship Program Manager

**Location:** Charleston, SC

### Application Instructions:

To apply, please email a cover letter, resume and three (3) references in one PDF addressed to Ellen Blake, Director of Operations, to [careers@lowcountrylandtrust.org](mailto:careers@lowcountrylandtrust.org) by March 31, 2023.

Initial screening interviews will be conducted on a rolling basis.

### POSITION SUMMARY

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Lowcountry Land Trust ("LLT") seeks an experienced, self-starting Stewardship Associate to join our conservation team working to conserve and protect the Lowcountry of South Carolina. Our work environment is dynamic and fast-paced, with a significant number of concurrent projects underway at all times. The Stewardship Associate will work in close partnership with the Stewardship Program Manager and other conservation staff to ensure all stewardship responsibilities for LLT are met with the highest level of professionalism.

### RESPONSIBILITIES

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- Monitor and steward a portfolio of protected land interests annually; developing landowner relationships, completing required monitoring reports in a timely manner, and providing immediate feedback to landowners and stewardship staff.
- Respond to landowner inquiries and requests.
- Assist the Stewardship Program Manager and General Counsel in effectively and efficiently resolving emergent issues and potential or actual violations on protected properties, in accordance with accepted policies and procedures, and employing high sensitivity and professionalism.
- Oversee a subset of issues to resolution including legal compliance, easement interpretations, and requests for amendments or discretionary consent.
- Engage and educate landowners on stewardship and conservation opportunities, including land or resource management.
- Connect landowners to professional and financial resources and serve as a landowner liaison for discrete aspects of conservation project management, if assigned.
- Maintain up to date records on activities occurring on protected lands, including documenting and detailing emails, meetings, phone calls, etc.
- Develop informational materials and other means to serve LLT's conservation easement landowners and strengthen relationships.

- Assist conservation staff on special projects or project development as assigned by supervisor.
- Monitor active public notices and permit requests involving LLT's stewardship and conservation interests.
- Work with staff on, and actively contribute to, achieving the strategic goals of the organization.
- Pursue continuing education and professional certifications as appropriate and/or as directed by supervisor.
- Other duties as assigned.

## **QUALIFICATIONS**

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### **Required:**

- Bachelor's degree with experience in land conservation, conservation easement stewardship, or equivalent combination thereof. Minimum of three years of experience preferred.
- Ability to interpret and comprehend legal and technical documents.
- Demonstrated organizational skills managing multiple projects with the ability to move quickly from one to another while maintaining thorough records.
- Detail and goal-oriented, with the ability to exercise independent judgment in completing tasks, prioritizing, and meeting deadlines.
- Strong ability to effectively communicate with private landowners and confront challenges with utmost sensitivity and professionalism.
- Demonstrated ability to work collaboratively with colleagues and partners.
- Familiarity with Google Workspace, Microsoft Office, and other business software including conservation databases such as Landscape.
- Positive attitude and willingness to accept a challenge.
- Physical ability to sit at a desk with a computer or in meetings for long periods.
- Physical ability to travel to remote and undeveloped properties, hike/walk or otherwise travel in a variety of environmental conditions, and be outdoors for considerable periods of time.
- Valid driver's license, proof of insurance, and access to reliable transportation.

## **BENEFITS**

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### **Insurance**

Health Insurance - 100% Employer Paid for Employee

Dental Insurance – 100% Employer Paid for Employee

Basic Life Insurance with AD&D (\$25,000) – 100% Employer Paid for Employee

Long Term Disability - 100% Employer Paid for Employee

Short Term Disability - 100% Employer Paid for Employee

Optional benefits available – Paid by Employee:

- Health FSA & Dependent Care FSA

- Accident Insurance
- Critical Illness Coverage
- Vision Care
- Voluntary Life Insurance

### **Financial & Retirement**

403(b) - Immediate eligibility

Up to 5% match after 6 months of employment

### **Family & Parenting**

Maternity & Paternity Leave

Hybrid Work Environment (in-office/from home)

Flexible Hours

### **Paid Time Off**

Self-managed PTO (unlimited)

11 Paid Holidays

Flex Fridays

### **Perks**

Dog Friendly Workplace

Partial Mobile Phone Reimbursement

Health & Wellness Positive Environment

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*Lowcountry Land Trust is committed to the principles of diversity and equal employment opportunity, and to comply with all federal, state, and local laws that are applicable to equal employment. It is our policy to recruit, hire, train, and promote individuals, as well as administer any and all personnel actions, without regard to race, color, religion, creed, age, civil union status, domestic partnership status, affectional or sexual orientation or identity, sex, gender identity or expression, national origin or ancestry, marital status, status as a disabled or Vietnam era veteran, service in the federal or state military, union affiliation, pregnancy or breastfeeding, medical or genetic information, atypical hereditary cellular blood trait, refusal to submit to a genetic test or make test results available to the Company, or status as a qualified individual with a disability, in accordance with applicable laws. The Land Trust also complies with the South Carolina Pregnancy Accommodation Act.*