



## LAND STEWARDSHIP INTERN JOB DESCRIPTION

**Position Type:** Part-Time, 20 hrs/week

**Term:** Seasonal, 10 weeks (June 2024 - August 2024)

**Reporting:** Stewardship Associate

**Location:** Charleston, South Carolina

### Application Instructions:

To apply, please email a cover letter, resume, and three references in one PDF addressed to Ellen Blake, Operations Director, to [careers@lowcountrylandtrust.org](mailto:careers@lowcountrylandtrust.org). Applications will be accepted until March 5, 2024. Initial screening interviews will be conducted on a rolling basis.

### Position Summary:

The primary role of the Land Stewardship Intern will be to provide administrative support to the land stewardship team and assistance in fulfilling annual monitoring obligations of Lowcountry Land Trust's conservation easements. The Land Stewardship Intern will have a variety of tasks as listed below, as well as the opportunity to spend time outdoors on beautiful protected properties, giving the intern relevant experience and a window into the work of landscape conservation and stewardship.

### Responsibilities:

- Scheduling conservation easement monitoring visits with landowners;
- Preparing materials for conservation easement monitoring visits;
- Accompanying the land stewardship team on monitoring visits to private properties around the Lowcountry;
- Organizing and digitizing land protection documentation; and
- Other tasks as assigned.

### Qualifications:

- Degree-seeking students at a college or university;
- Strong communication and interpersonal skills;
- Strong organizational skills; and
- Professional and customer service oriented.

### Compensation:

The Intern will have the opportunity to work up to 20 hours per week at a rate of \$15/ hr (maximum 200 hours).

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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.*