

Position: Conservation Coordinator - Seasonal
Start Date: Summer Job May – September 2023
Hours: 35/week for 16 weeks
Compensation: \$18.00/ hour
Number of Positions: 2

About Us

Legacy Land Trust Society (LLTS) was established in 2013 as a registered non-profit charity in Olds Alberta. We work with landowners to conserve and steward lands that have ecological, agricultural and/or heritage value. Through voluntary conservation easement agreements, landowners can choose to place all or a portion of their property under sustainable conservation stewardship for the benefit of present and future generations. Our goal is to build a community that shares a commitment to conservation and stewardship of the land.

The Job

The Conservation Coordinator is a member of a small team based in Olds, Alberta and reports to the Conservation Director. The position is primarily responsible for field work including project monitoring and land stewardship activities. The position also involves working with volunteers and our fundraising and communications team to write content for social media, the website and newsletters.

Responsibilities and Duties:

- Execute monitoring and stewardship programs on LLTS properties. Compile written reports and deliver information.
- Engage with landowners regarding monitoring of LLTS conservation properties.
- Assist with the coordination of day-to-day operations.
- Carry out research as assigned.
- Support project activities.
- Evaluate projects and identify issues arising from inspections.
- Support the work of staff and volunteers.
- Support LLTS to cultivate relationships with potential supporters, donors of conservation interests and funders such as philanthropic foundations, government agencies and individuals.
- Develop, plan, and assist with summer events.
- Assist and contribute to communication and outreach activities such as presentations, tours and field days.

Education/Experience/Skills/Knowledge Required:

- Passion for the environment and conservation work
- Enthusiasm and willingness to learn
- Post-secondary education in conservation, biology, environmental sciences, or related field would be ideal
- Experience with conservation, plant identification and data collection considered an asset.
- Must have or be willing to learn proficiency in technologies such as GPS, and GIS to monitor conservation properties and input, access, analyze, organize, and communicate information.
- Effective communication skills used to write articles and reports.
- Self-motivated, proactive, and able to prioritize and meet deadlines.
- Organized and detail-oriented with the ability to work under minimal supervision in a dynamic environment
- Proficiency with Microsoft Office and Google applications
- Ability to spend the majority of working hours outdoors in the field
- Standard First Aid training

Conditions of Employment:

- Current criminal reference check that is free of any offenses
- Must respect and actively promote health and safety policies, including COVID-19 protocols
- Must be willing to work flexible hours - some evening and weekend work may be required
- Valid Class 5 drivers' license and access to a personal vehicle
 - i. Work activities will be mainly based in the Olds, AB office and field locations throughout Mountain View County with some field locations in surrounding counties

Application Procedures

- **Submit cover letter and resume to rebecca@legacylandtrustsociety.ca by March 13, 2023**
- Only candidates who are selected for an interview will be contacted.