



ALLEGHENY LAND TRUST

CONSERVATION ASSOCIATE EMPLOYMENT OPPORTUNITY

Title: Conservation Associate

Type: Full Time, 40 hours/week

Status: Exempt, Salaried

Office Location: Sewickley, PA

Reports To: Senior Director of Community Conservation & Resiliency

Compensation: \$35,000 to \$40,000 plus excellent benefits including vacation, sick and personal time off, paid holidays, medical, dental and vision benefits, paid parental leave and a retirement plan with 3% employer contribution

About Allegheny Land Trust

Founded as a 501(c)(3) nonprofit in 1993 in response to the rapidly declining amount of green space in Allegheny County, Allegheny Land Trust (ALT) has protected more than 3,300 acres to preserve our region's unique natural beauty, provide accessible outdoor recreational opportunities, improve water quality, sustain biodiversity, and enhance the overall quality of life for all. ALT's strategic priorities are land protection, land stewardship, community conservation, and environmental education. More information can be found at alleghenylandtrust.org.

Position Summary

The Conservation Associate is a full-time employee who will assist various staff in multi-departmental functions to ensure a productive and effective working environment. The Conservation Associate will assist with national accreditation compliance, support staff with education event and program preparation and offer general support in our Community Conservation, Education, Land Stewardship and Land Protection departments.

Duties and Responsibilities

- Enters and maintains education and stewardship program events calendar including contact with attendees in case of cancellation or changes to the event.
- Gathers materials for scheduled education programs and replaces materials back in their rightful place upon completion of the program.

- Serves as primary point person to ensure appropriate documents are secured and archived for national reaccreditation status.
- Uploads documents to various grant portals to assist with application, reimbursement and reporting requirements.
- Offers input into tracking and reporting processes to increase organizational efficiencies.
- Tracks acquisition and stewardship flow charts while assisting with a seamless transition of newly-conserved conservation areas between land protection and stewardship departments.
- Works with the stewardship department to complete initial stewardship needs for newly-conserved properties including coordinating vendor communications, assisting with neighbor correspondence and other critical stewardship needs.
- Assists with committee meeting communications and prep work including sending out committee agendas, taking meeting minutes, sending calendar invitations, preparing meeting documents and other functions to ensure a high level of participation and an effective meeting.
- Corresponds with partner agencies concerning grants, MOUs, project status, grant application and reimbursement needs and close-out reports.
- Prepares reports upon requests from ALT staff.
- Other duties assigned by the supervisor.

Qualifications

- Basic knowledge of non-profit organizations and a passion for the environment, conservation and the outdoors.
- Proven ability to work successfully with diverse communities and demonstrated commitment to promote and enhance diversity, equity, access and inclusion.
- Strong organizational and time management skills acquired through administrative or project management experience.
- Ability to effectively communicate with staff, volunteers, event participants, vendors and other stakeholders while being able to manage relationships and potential issues.
- Knowledge of Office 365 software and cloud-based systems with proficiency in Microsoft Word, Excel, Powerpoint and Sharepoint.
- Excels at close attention to details to ensure work produced is accurate.
- Understanding of and willingness to comply with ALT policies, procedures and practices.

Requirements

- Must either possess a high school degree with 3-5 years of experience, an associate degree with 2-4 years of experience or a bachelor's degree with 1-3 years of experience at a non-profit organization. A relevant professional certification will also be considered.
- A reliable form of transportation (car, bus, bike) to get to our office and to our conservation areas as needed.
- A valid PA driver's license.
- Reliable internet access at home.

- Ability to obtain the PA Child Abuse background check, PA Criminal History background check, and FBI Fingerprinting

To Apply

- Send a cover letter, updated resume and at least three references to Alyson Fearon at afearon@allegHENYlandtrust.org.
- Application materials must be received no later than Monday, November 1, 2021 at 5:00 PM.

Allegheny Land Trust is an equal opportunity employer committed to diversity, equity, access and inclusion. Allegheny Land Trust will not discriminate against any employee or applicant based on race, color, national or ethnic origin, religion, age, sex, handicap, pregnancy, sexual orientation, or gender identity.