The Southeast Michigan Land Conservancy (SMLC) seeks a motivated and experienced Stewardship and Outreach Specialist to support land protection activities with a focus on maintaining, improving and expanding SMLC’s stewardship and outreach programs.

The Stewardship and Outreach Specialist connects people with land in southeast Michigan. They conduct and implement the stewardship of SMLC’s lands and easements and engage the public in SMLC’s activities and events. The position reports to the Executive Director and is the staff liaison to the Stewardship Committee.

THIS JOB MIGHT BE FOR YOU IF:
✓ You have a passion for connecting people with preserved natural areas and open spaces.
✓ You enjoy being part of complex projects and get satisfaction from completing them.
✓ You desire to make a difference through nonprofit service.
✓ You are a good problem-solver who utilizes creative approaches when needed.
✓ You like helping people. You are patient, level-headed, and cool under pressure.
✓ You pay attention to details. You stay focused and can prioritize the urgent and important work.
✓ You communicate clearly and are comfortable with writing and speaking to an audience.
✓ You are professional in all your dealings and actions.

WE OFFER:
✓ A scenic and historic Conservancy Farm office, located within the Superior Greenway, our most significant conservation project.
✓ 18 nature preserves and 15 conservation easements with forests, lakes, wetlands, prairies, agricultural lands and more.
✓ An awesome and dedicated team of staff and volunteers.

ON THE JOB YOU WILL:
1. Work in a fast-paced, goal-oriented office environment.
2. Work closely with the Executive Director in your first year and on land protection projects and problem resolutions thereafter.
3. Be part of high-level planning and budgeting including conservation and project planning.
4. Conduct property site visits where you will assess, document and report findings including the condition of natural areas, potential/observed property issues, and public accessibility.
5. Maintain SMLC’s GIS database and use GIS and GPS tools where applicable.
6. Prepare complex reports according to Land Trust Alliance standards and industry best practices including Baseline Documentation Reports, Monitoring reports, Nature Preserve Management Plans, and others.
7. Create and maintain complete files, reports, records and documentation.
8. Conduct and oversee volunteer stewardship activities.
9. Post property signs, create and maintain trails, remove natural and man-made threats, and help maintain the Conservancy Farm buildings.
10. Be an ambassador for SMLC with neighbors, partners, donors, volunteers, and others.
11. Facilitate SMLC’s outreach events and represent SMLC at community events.
12. Participate in SMLC marketing, fundraising, and other outreach activities.
13. Administer program grants and write reports, including to state and federal sources.

**ADDITIONAL JOB REQUIREMENTS:**
- Strong written, oral and interpersonal communication skills.
- Supervisory ability and a willingness to take direction and learn.
- Ability to work effectively without close supervision and as part of a cohesive team.
- Good organizational and record keeping skills.
- Periodic evenings and weekends (increases during the stewardship and outreach season).
- Ability/desire to work in the field; ability to traverse varied terrain on foot, in inclement weather.
- A valid driver’s license and a licensed, insured vehicle.

**QUALIFICATIONS:**
- Bachelor’s degree in natural resources management or similar field, plus a minimum of two years professional (conservation or related) work experience post-college is preferred or a comparable 2-year degree with relevant professional experience will be considered.
- Experience managing conservation projects and excellent time management skills.
- Familiarity with flora, fauna and ecosystems of the Great Lakes region.
- Knowledge of invasive plants and control remedies.
- Certifications in Pesticide Applicator’s License and First Aid/CPR or willingness to obtain them.
- Experience working with the public and engaging volunteers.
- Proficiency using maps, compass, and handheld GPS; familiarity with digital photography.
- Experience operating heavy machinery and equipment, using power tools, and performing property maintenance tasks.
- Able to lift up to 50 pounds and transport heavy objects.
- Experience with property caretaking such as for a farmhouse and outbuildings.
- Proficiency using Microsoft Office and ArcGIS software.
- Knowledge of In-Design or similar program; willingness to assist with website management.

**Compensation and Application Procedure:**
Full-time entry-level management position (exempt) with health stipend, retirement benefits, sick and vacation leave. Salary range is $40,000-$43,000 dependent upon experience. Send cover letter, resume, and three (3) references to: Jill A. Lewis, Executive Director, Southeast Michigan Land Conservancy, jlewis@smlcland.org. Position is open until filled, however all applications received by **July 19, 2023** will be reviewed. No unsolicited phone calls please. **SMLC is an equal opportunity employer.**

Southwest Michigan Land Conservancy
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