



Conservation Restriction Coordinator

An exciting opportunity to work for a dynamic nonprofit conservation organization

Position Overview

The *Conservation Restriction Coordinator (CRC)* works with the Director of Stewardship to manage Greenbelt's Conservation Restriction Program. This position includes significant field and office components and requires frequent travel within Essex County. The CRC should be highly motivated, organized, resourceful, attentive to detail, and able to handle multiple responsibilities.

Core Responsibilities & Scope

- Schedule and conduct 150+ annual CR monitoring site visits using GPS and mobile applications and prepare monitoring reports
- Read, understand, interpret, and apply conservation restrictions, legal documents, technical literature, and regulations as they relate to conditions on a property
- Assist with the field work and preparation of detailed baseline documentation reports that include maps, photographs and narrative describing conditions on a property
- Respond to requests from CR landowners to exercise reserved rights subject to such approval and bring to the Director and Assistant Director of Stewardship for review
- Evaluate a variety of data and maps such as topographic, assessor's, natural resources, and survey plans and interpret how they relate to conditions on a property
- Work with GIS team to create and update maps, georeference surveys plans, edit GIS data, and input data into Greenbelt's database
- Maintain strong relationships with CR landowners and other members of the public while representing Greenbelt in the field
- Coordinate with stewardship staff to mark CR boundaries as needed and implement a CR boundary signage program
- Help improve CR landowner outreach materials and increase visibility of the CR Stewardship Program within Greenbelt and to the public through assisting in creation of newsletters, CR landowner resource materials, website content, etc.
- Work closely with stewardship staff to review and improve the overall program, including changes to systems and procedures
- Follow and review all established protocols, policies, and processes for CR stewardship
- Stay apprised of professional standards related to CR monitoring and enforcement, baseline documentation, and other CR topics

Additional Responsibilities:

- Periodically present at conferences and events and lead educational walks
- Provide support for Stewardship Committee
- Staff and support Greenbelt events
- Assist with other tasks as needed

Qualifications and Skills

Research has shown that people of color and women are less likely to apply for jobs if they don't believe they meet every one of the qualifications described in a job description. We encourage you to apply, even if you don't believe you meet every one of our qualifications or you have a less traditional background. We are looking for the following qualifications:

- Strong work ethic and commitment to Greenbelt's core values, mission and vision
- Commitment to Diversity, Equity, Inclusion and Justice
- Bachelor's degree in environmental planning/science, natural resources or similar field
- 3 or more years of experience in land conservation or similar field preferred, 1 or more years of direct experience with conservation restrictions strongly preferred
- Strong written and verbal communication skills
- Strong interpersonal skills and collaborative abilities, including the ability to work with people of diverse backgrounds and work styles
- Ability to evaluate existing programs and identify opportunities for improvement or expansion with the use of creative problem solving
- Willingness to expand job responsibilities
- Ability to work independently and as a part of a team
- Possession of a valid driver's license and willingness to travel throughout Essex County
- Physical ability to work outdoors and traverse varied terrains in all seasons
- Proficiency with Microsoft Office, GIS, and database experience preferred

Position Details:

Full time (40 hours per week) located at Greenbelt's headquarters in Essex, Massachusetts. Monday-Friday schedule, flexible daily hours, occasional weekend or evening events, combination of office setting with field work. Onsite training and professional development opportunities available. Competitive salary will be based on qualifications and includes excellent health and retirement benefits. Salary range: \$55,000-\$60,000.

HOW TO APPLY:

Applications will be accepted until the position is filled. Interested candidates should submit a cover letter and resume as a single combined PDF with subject line Conservation Restriction Coordinator to dwr@ecga.org . No phone calls please.

Essex County Greenbelt is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.