



Organization: Mississippi Valley Conservancy  
Date Posted:  
Location: La Crosse WI  
Position: Stewardship Coordinator  
Supervisor: Conservation Director  
Full-time, salaried.

**About Mississippi Valley Conservancy:** Founded in 1997, Mississippi Valley Conservancy is a nationally accredited regional land trust that has permanently protected over 20,000 acres of scenic lands in southwestern Wisconsin by working with private landowners, businesses and local communities on voluntary conservation projects. The focus of the Conservancy is to conserve the forests, prairies, wetlands, streams and farms that enrich our communities, for the health and well-being of current and future generations.

**Principal Duties and Responsibilities:**

The Stewardship Coordinator will be a member of a team dedicated to permanent land protection, habitat restoration, and public outreach in the Driftless Area of southwestern Wisconsin. The position is responsible for overseeing the Conservancy's volunteer easement monitoring program, baseline reporting and updates, assisting the land protection staff on conservation easement and land acquisition stewardship and due diligence, and assisting land management staff on habitat management of nature preserves. Duties include collecting, organizing and digitizing data, GIS mapping, preparing and updating conservation easement baseline reports, monitoring conservation easements, supervising volunteers, and habitat management.

In addition to the specific duties outlined below, assist with ad-hoc projects in support of the Conservation Director and other staff as required.

**Primary responsibilities:**

- Oversee, train, and coordinate volunteers for easement monitoring activities on the Conservancy's portfolio of 100+ conservation easements
- Assist with documentation, archiving, and record-keeping pursuant to Land Trust Alliance accreditation standards and practices
- Assist with all preparatory and follow up tasks related to easement and property inspections, including maintenance of permanent files, title orders, and due diligence
- Preparation of baseline documentation reports and ten-year report updates
- Database management and organization
- Assist with land management activities for Conservancy nature preserves including prescribed burning, tree and brush removal, seed collection, and invasive species control
- Assist with volunteer recruitment and volunteer work days on public nature preserves
- GIS Mapping to support land protection, management, and outreach
- Utilization of GPS to find survey markers, photopoints, and other features in the field
- Perform annual monitoring visits with private landowners and document land use changes
- Assist with grant funding proposals, implementation, and reports

**Essential Job Functions and Abilities:**

- Ability to communicate well and maintain good relations with members, volunteers, landowners, government agencies, and partner organizations
- Experience with ArcMap10 and handheld Garmin usage

- Strong organizational, planning and multi-tasking skills with attention to detail and follow-up
- Ability to manage multiple priorities and work under tight timeframes
- An understanding of land conservation issues
- Physical ability to traverse up to five miles of uneven, rough terrain in all four seasons of the year and navigate in remote areas
- Field Experience and ability to traverse 400+ acre sites on foot, in a timely manner and be comfortable hiking alone
- Experience and knowledge identifying Southwest Wisconsin natural communities, habitat types, rare species, and an awareness of general ecosystem principles and management techniques
- A solid understanding of and experience in ecological restoration principles, invasive species control methods, and the proper use of chainsaws, prescribed burns, herbicides, and biological control measures
- Open to researching and trying new initiatives and technology
- Provide an up-beat, friendly, thoughtful, creative, helpful and engaged presence inside and outside the organization.
- Possess valid driver's license and dependable vehicle
- Willingness and ability to work evenings and weekends
- Approximately 35% field work and 65% office work overall

**Qualifications:**

- Bachelor's degree in a natural resources or related field
- A minimum of 2 years of professional experience in natural resources or a related field
- Successful candidate will be self-directed, highly motivated, flexible, and detail-oriented
- Computer proficiency, including ArcGIS software
- A commitment to the Conservancy's conservation goals
- Knowledge of the flora, fauna, and landscape of the Driftless Area of southwestern Wisconsin.

Compensation is commensurate with experience; Mississippi Valley Conservancy offers competitive compensation, benefits and a collaborative work environment. At the Conservancy you will find a culture that supports and inspires conservation achievement and personal development.

Open until filled. Email a cover letter and resume to Abbie Church at [achurch@mississippivalleyconservancy.org](mailto:achurch@mississippivalleyconservancy.org).