



## Mississippi Valley Conservancy Job Posting

**Position Title:** Paralegal

**Position Type:** Full-time (40 hours/week), Salaried or Part-time (24 hours/week) Hourly

**Salary Range:** \$52,000 to \$62,000 (full-time equivalent, prorated for part-time)

**Location:** La Crosse, WI

**Desired Start Date:** July 14, 2025

### Organization Overview

Mississippi Valley Conservancy's mission is to conserve native habitats and farmlands for the health and well-being of the Driftless Area. We're a nationally accredited, non-profit conservation organization that has protected over 26,000 acres, with more than 7,000 acres open for public enjoyment. We work across the southwestern Wisconsin counties of Buffalo, Crawford, Grant, Jackson, La Crosse, Monroe, Richland, Trempealeau, and Vernon.

### Summary of Position

The Paralegal plays a vital support role in advancing conservation efforts that benefit wildlife and the local community. This role combines meaningful land trust work with the satisfaction of completing enduring projects that meet the high standards set forth by Conservancy policy and the Land Trust Alliance's standards, practices, and accreditation requirements. As part of the Conservancy's land protection team, the Paralegal position includes responsibilities in the intricacies of managing due diligence for real estate transactions, reviewing title commitments and surveys, preparing legal documents, file organization and maintenance, proofreading and review, administrative responsibilities, preparing reports and outreach communications.

**This position may be structured as either full-time (40 hours/week) or part-time (24 hours/week), depending on the needs and availability of the selected candidate.**

This position requires attention to detail, excellent record-keeping and documentation abilities, and a desire to work in a collaborative environment to make a tangible difference in conservation.

**Reports to:** Conservation Director

### Essential Responsibilities

- Professionally represent Mississippi Valley Conservancy with project partners and funders
- Review and analyze title commitments, surveys, and property legal descriptions
- Draft real estate documents including conservation easements, purchase offers, and closing documents
- Research legal issues and prepare critical communications with landowners and partners
- Assist as needed in the review of conservation easements, amendments, options, mortgage subordinations, access easements, tax forms, appraisals, utility easements, board approvals, baseline documentation, and other components of transactions as directed
- Communicate regularly with team members on project development, timelines, updates, and issues
- Maintain physical and digital property records and databases in accordance with Conservancy policy and procedures

- Assist with grant applications, reporting and filing
- Ensure project documentation is thorough and up to date and in accordance with Land Trust Alliance accreditation standards and practices, grant funder requirements, and Conservancy policy
- Other duties as assigned

#### **REQUIRED Qualifications:**

- Bachelor's degree or strong real estate/legal experience
- Minimum of 2 years professional experience as a paralegal in the area of real estate
- Desire to be a part of a mission-driven conservation organization
- A demonstrated commitment to data integrity and record-keeping
- Excellent communication and writing skills
- Proficiency with Microsoft Office programs and demonstrated expertise in databases and information management systems
- Ability to manage multiple projects and priorities and work under tight timeframes
- Ability to be a cooperative and supportive team member with coworkers and external stakeholders
- Highly attentive to details, well organized and self-directed
- Desire and demonstrated ability to identify and address personal knowledge gaps; to learn on the job; and to cultivate sources of knowledge, expertise, and skill

#### **Compensation and benefits:**

- Salary range: \$52,000 to \$62,000 annually (full-time equivalent), based on experience and specific expertise. Salary for a part-time role will be prorated accordingly.
- Flexible schedule: Position may be filled as part-time (24 hours/week) or full-time (40 hours/week), depending on mutual agreement.
- Full-time employees receive:
  - 10 days of vacation in the first year (increases with years of employment)
  - 12 days of medical leave per year and 12 paid holidays
  - Medical insurance and 4% retirement plan contribution match
  - Up to 60 days of parental/adoptive/medical leave (after 12 months), with 30 days paid
  - Professional development opportunities
- An organizational culture that seeks, integrates, and nurtures collaboration, diversity, equity and inclusion with all employees.

#### **Hiring process and timeline**

Applications will be accepted and reviewed until the position is filled. Priority will be given to applications submitted by **June 6, 2025**. Qualified candidates will be invited to interview for the position. Finalists will be invited to a second interview and asked to provide three professional references.

#### **To apply**

Please email a resume and cover letter as a single pdf to conservation director, Abbie Church at [achurch@mississippivalleyconservancy.org](mailto:achurch@mississippivalleyconservancy.org). Applicants should indicate if they are interested in a part-time or full-time position.