



1191 Woodstock Drive, Suite 5
PO Box 663
Estes Park, CO 80517

970-577-6837
evlt@evlandtrust.org
www.evlandtrust.org



Estes Valley Land Trust Job Description – Stewardship Intern

EVLТ's Mission: Since 1987, the Estes Valley Land Trust has preserved and protected open space, valleys, wetlands, streams, ranch lands, and wildlife habitat in the Estes Valley and surrounding area. Lands adjacent to Rocky Mountain National Park and the Arapaho-Roosevelt National Forest are of special concern.

Job Title: Stewardship Intern

Overview: The Estes Valley Land Trust holds more than 160 conservation easements that preserve nearly 10,000 acres of land. The Stewardship Intern's primary responsibility is to ensure each conservation easement is monitored in 2018. This includes coordinating monitoring visits with volunteers, collecting completed reports and digital files and updating natural resource reports.

Position Objectives:

- To assure all conservation easements are monitored in 2018. This includes training and oversight of approximately 100 volunteer monitors who accomplish many of the monitoring site visits.
- To develop natural resource reports that describe each property.
- To foster positive relationships with the landowners of the conserved properties.
- To work with Committees to resolve issues related to easement stewardship.
- To assist the Outreach Committee with special event cookout and breakfasts.

Duties and Responsibilities:

Stewardship (65%)

- Maintain and upgrade easement project and stewardship files and systems to document communications, activities, intentions and actions regarding conserved properties.
- Ensure compliance with all policies and procedures as well as Land Trust Alliance standards and practices for stewardship functions.
- Responsible for maintaining easement database, entering data related to site visits, reserved rights, violations, and other data critical for stewardship practices.
- Responsible for supervising the activities of approximately 100 volunteer monitors who are assigned to complete the annual monitoring of conservation easements. This includes training, task assignments, technical support for digital data submissions quality assurance reviews, and identification of any cases that need follow-up actions.
- Develop and maintain positive working relationships with easement landowners.
- Conduct site visits and prepare baseline documentation for easement properties, including written reports, photographs and GIS maps that describe the properties and the conservation values they reflect.



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Community Outreach (15%)

- Work with committees and other staff to provide program opportunities for education and promotion of land conservation and stewardship within the community. Participate in the execution of these events.
- Work with committees and other staff to provide communications (e.g., newsletter articles, website and social media inputs) for education and promotion of land conservation and stewardship within the community.

GIS Technology Infrastructure (15%)

- Develop and maintain digital map layers and attributes for EVLT conservation easements. Provide copies of those data with appropriate metadata to interested partners and associates.
- Acquire, maintain and update digital map data from external sources (e.g., County Assessor, State Department of Wildlife, and Town of Estes Park) on a schedule that assures that the maps generated by EVLT are based on accurate data.
- Maintain an organized data catalogue of GIS data.
- Develop and implement training regimens for others on how to conduct GPS and iPad data collection in the field.
- Generate production-quality maps for easement documentation and all uses as well as publicity purposes.

Other duties as needed (5%)

- Support and participate in a variety of additional activities to help promote the overall mission of the organization.

The percentage allocation of work tasks may be based on organizational needs.

Qualifications:

- Completed Bachelor's degree in a Natural Resource field is preferred, though not required.
- Residency in Estes Park is preferred, though not required.
- Proficiency GIS (ArcGIS 10+ preferred) to accomplish data management and mapping needs, including GPS data collection and iPad location services apps (GIS Pro preferred).
- Demonstrated reliability, with ability to work as part of a team as well as independently.
- Ability to self-start, multi-task, manage time, set priorities, and make strategic decisions.
- Personable - ability to work well with a wide range of people, including EVLT staff and Board members, volunteers, and landowners.
- Ability to communicate effectively, both verbally and in writing.
- Expertise in identification and management of natural resources.
- Good organizational skills, thoroughness, and attention to detail.
- Proficiency with Microsoft Office Suite (Word, Access, Powerpoint, Excel, Outlook). Ability to easily learn new computer skills as needed.



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- Familiarity with standard data management including property records, digital photography and image processing.
- Must be physically fit and be able to negotiate varied and possibly difficult terrain.
- Must have valid driver's license and reliable transportation.

Compensation and Term of Employment:

- 27-week internship (Mid-May through approximately Thanksgiving)
- \$12/hour compensation
- Approximately 40 hours a week (M-F); some weekends may be required

How to Apply:

- Send resume and cover letter to Jeffrey Boring, Executive Director, via email: jeffrey.boring@evlandtrust.org
- Application deadline: 5 PM, March 2nd

Additional Information:

Estes Valley Land Trust is an Equal Opportunity Employer.