

NEW MEXICO LAND CONSERVANCY CONSERVATION INTERNSHIP



Posted: January 2010

Summary and Background

Learn about conservation real estate, land and easement monitoring and stewardship, and non-profit operations and management through hands-on experience interning with a statewide land trust

The New Mexico Land Conservancy (NMLC) is a non-profit land conservation organization, based in Santa Fe, New Mexico, dedicated to conserving New Mexico's land heritage. Since 2004, NMLC has protected over 76,000 acres of land throughout the state. NMLC's ten-year goal is to conserve, directly or in partnership with others, 250,000 acres of high conservation-value lands throughout New Mexico by 2016. NMLC will focus on protecting lands that conserve significant wildlife habitat and natural resources, agricultural lands, scenic open space, cultural and historic sites, and recreational lands at community, watershed and landscape scales.

NMLC achieves its conservation goals by: 1) using conservation easements and other voluntary land protection methods that respect both land and private property rights; 2) educating landowners, other organizations, public policy makers and the general public about land conservation; and 3) promoting policy and legislation to further voluntary land conservation and enhance related benefits for private landowners.

NMLC is currently staffed by an Executive Director, a Conservation Specialist, a Communications & Development Coordinator, and an Office Manager, and is governed by a volunteer Board of Directors. NMLC is dedicated to the highest quality work, and operates as a learning organization with a work culture based on consensus and teamwork.

Scope of the Position

NMLC seeks a qualified and motivated individual to assist with stewardship, land conservation, outreach and fundraising activities in support of the organization's mission and in accordance with its established plans, policies and strategies. This position reports to the Conservation Specialist, but will involve interaction with the entire staff.

The primary responsibilities of the Conservation Intern include the following:

Land Conservation and Stewardship (80%):

- Support development and completion of land conservation projects, including easement/project design, baseline documentation, mineral and environmental assessment, title review and other project-related due diligence.
- Support annual conservation easement monitoring and preparation of associated documentation.
- Support ongoing process of developing land conservation project review and tracking criteria, procedures and systems.
- Provide administrative support for conservation and stewardship activities.
- Support the maintenance of NMLC's facilities, vehicles and equipment.

Outreach/Communications (15%):

- Support development, enhancement and periodic updating of communications materials using digital photography, maps, spatial information and mapping/graphic design software.
- Support workshops, conferences and special events.

Fundraising (5%):

- Periodically support relevant fundraising activities -- in particular, those related to conservation projects and stewardship activities.

Requirements of the Position:

- Bachelor's degree (graduate degree in progress or completed preferred) in related field (natural resource management, land use planning, geography, environmental sciences, etc.) with interest and desire to work in the non-profit land trust or conservation arena.
- Excellent computer skills including experience with Microsoft Office and the Adobe Suite of products (Illustrator, Photoshop, InDesign, Dreamweaver) - experience with GPS and GIS preferred.
- Familiarity with New Mexican and/or western landscapes and communities is preferred, particularly an ability to work with urban as well as rural agricultural landowners.
- Must possess excellent written and oral communication skills.
- Must be willing to occasionally work some evenings and weekends.
- Must have personal transportation and be willing to occasionally travel around the state.
- Must be willing and physically able to work in the field including walking/hiking over rough terrain in inclement weather for extended periods of time.
- Should have some experience operating a four-wheel drive vehicle off-road.
- Must be a self-starter, well-organized, and punctual.
- Must be able to work in a fast-paced environment to meet established goals and deadlines.
- Must be committed to the organization's conservation mission and be able to maintain strong, positive, collegial working relationships with staff, Board, and outside consultants and professional service providers.

- Must be willing to contribute to maintaining an ethical, smooth and efficient working environment with staff, Board and others. A sense of humor is appreciated even if it is not that good.
- Successful candidate is responsible for providing his/her own health insurance.

Benefits of the Position:

- This is a 30 hour/week internship position lasting at least three months and potentially up to six months depending on availability, interest and performance.
- The position will be compensated at a rate of \$15-17/hour DOE.
- Upon successful completion of the internship, a \$1,000 travel stipend will be provided.
- Being part of a young, dynamic and growing conservation organization.
- Experiencing Santa Fe and the diverse landscapes and communities of the state of New Mexico.

NMLC is an equal opportunity employer and provides a smoke-free, drug-free work place.

Please mail letter of interest, current resume, brief writing sample, samples of GIS-related work, and three references by April 1, 2010 to:

New Mexico Land Conservancy
Attention: Conservation Internship Recruitment
P.O. Box 6759
Santa Fe, NM 87502-6759
Or email to: admin@nmlandconservancy.org

The position will be filled by May 1, 2010 and will have a start date to be agreed upon between NMLC and the final candidate, but no later than June 14, 2010. Please note - no phone calls will be taken regarding this internship announcement. Candidates will be notified regarding the status of their applications. For further information about the organization, please visit NMLC's website: www.nmlandconservancy.org