

# Wetland Conservation Project Coordinator

## Job Description

### Interior Alaska Land Trust

#### Advertisement for position (August 2016)

Wetland Conservation Project Coordinator. Interior Alaska Land Trust is seeking an independent, self-motivated individual to help conserve open space in the greater Fairbanks, AK area. This is a part-time (20-30 hr/week) contract position. Coordinator will work with public and government agencies, contact private landowners about conservation options, write grants for conservation projects, conduct public outreach, help manage lands protected by the land trust, and maintain a social media presence, among other duties. Requirements include strong organizational skills, good written & oral communication, access to computer and internet. Experience with GIS, real estate, and working with the public helpful. To apply, please send a resume and cover letter to [interioraklandtrust@gmail.com](mailto:interioraklandtrust@gmail.com) by August 10, 2016.

#### Requirements

- Highly independent and self-motivated
- Excellent organizational skills
- Excellent written and oral communication skills
- Experience and skill with computer word processing and e-mail
- Experience working as a member of a team to develop and complete projects
- Computer, printer and access to internet

#### Helpful

- Experience working with maps and GIS
- Experience with real estate issues and procedures
- Grant-writing/editing experience
- Knowledge of borough planning and zoning
- Experience with borough map database system
- Problem solving and conflict resolution
- Experience working with the public

#### Responsibilities

- Goldstream Greenbelt - Work with user's group and other local residents to implement Peat Ponds improvements. Reach out to landowners about conservation options and plan events designed to engage the community and solicit participation and contributions.
- Maintain website and social media presence (primarily Facebook)
- Help with property monitoring and preparing baseline documentation
- Create maps of various IALT properties and projects
- Organize and hold community meetings to describe IALT's projects to the public, and to solicit participation and contributions
- Research and write grants to fund projects, including operating costs and land acquisition
- Prepare status reports for acquired grants
- Maintain clear financial records of all funds received and spent
- Maintain records of all contacts, lists of names and addresses, grant paperwork
- Provide monthly invoice and report of activities to Interior Alaska Land Trust