

## **Conservation Project Coordinator**

### **Interior Alaska Land Trust**

#### **Job Description**

The Conservation Coordinator will work with the public, landowners, and government groups to conserve open space in the Fairbanks area. The Conservation Coordinator will work on a part-time contract basis, providing his/her own work space, computer and internet access, and be supervised by the Interior Alaska Land Trust Board of Directors.

#### **Requirements**

- Self-motivated: figures out what needs to be done & does it
- Excellent organizational skills
- Excellent written and oral communication skills
- Experience and skill with computer word processing, e-mail, and social media
- Experience working as a member of a team to develop and complete projects
- Computer and access to internet

#### **Helpful**

- Experience with GIS and maps
- Experience with GPS – finding and marking locations
- Grant-writing/editing experience
- Problem solving and conflict resolution
- Experience working with the public
- Experience with real estate issues and procedures
- Knowledge of Fairbanks North Star Borough, planning and zoning
- Experience with Borough land parcel database system

#### **Responsibilities**

- Hold meetings of landowners in the Chena Flats and Goldstream Greenbelt areas. The purpose of the meetings is to inform them about the Greenbelts, get their input on the project - positives and negatives they see, possible goals or visions for the project, and to discuss how to solve potential problems. We want to encourage their sense of ownership in the project.
- Contact landowners (preferably in person or by phone) whose land would extend the Chena Flats and Goldstream Greenbelts to explain the project and advantages to adjacent landowners. Discuss possible inclusion of their property in the Greenbelt, through purchase or easement.
- Assess status of trails through the Greenbelts, identifying critical sections for protection
- Monitor existing conservation properties annually to report on their condition
- Maintain the Land Trust web site and Facebook page
- Participate in relevant Land Trust activities such as contribute to the annual newsletter, present project information at the Tanana Valley State Fair and other venues
- Coordinate activities with other people and organizations working on conservation activities in the Fairbanks area
- Research and write grants for conservation projects and to extend the Conservation Coordinator position
- Maintain clear financial records of all funds received and spent
- Maintain records of all contacts, lists of names and addresses, grant paperwork
- Attend monthly meetings of the Interior Alaska Land Trust Board of Directors and report activities

#### **Goals**

- Increase awareness of Interior Alaska Land Trust land conservation
- Conservation of two additional properties in the Goldstream Greenbelt
- Connection or creation of 3 miles of trails