

# **Conservation Project Coordinator**

## **for the 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 (approx.. 20 hrs/week) contract basis, providing his/her own work space, computer and internet access, and be supervised by the Interior Alaska Land Trust Board of Directors. \$15-25/hour depending on experience.

### **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**

- Maintain the IALT web site and Facebook page and Instagram account
- Monitor existing conservation properties annually to report on their condition, utilizing and building base of volunteer monitors
- Organize work parties to improve properties (trash clean up, trail maintenance, new trail construction)
- Create and send out an annual newsletter, with help from the board
- Present information about the IALT at events such as the Outdoor Show, the Tanana Valley State Fair, Midnight Sun Festival and others
- Attend monthly meetings of the Interior Alaska Land Trust Board of Directors and report activities
- Research and write grants for conservation projects and to extend the Conservation Coordinator position
- Assess status of trails through the Greenbelts, identifying critical sections for protection
- Hold local landowner meetings in conservation areas (Chena Flats, Goldstream, Cripple Creek). The purpose of the meetings is to inform landowners about the Land Trust 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 Greenbelts to explain the project and advantages to adjacent landowners. Discuss possible inclusion of their property in the Greenbelt, through purchase or easement.
- Coordinate activities with other people and organizations working on conservation activities in the Fairbanks area
- Maintain spreadsheet of properties and their status on the conservation checklist
- Maintain clear financial records of all funds received and spent
- Maintain records of all contacts, lists of names and addresses, grant paperwork

Please email a cover letter and resume to [InteriorAKLandTrust@gmail.com](mailto:InteriorAKLandTrust@gmail.com) by September 25<sup>th</sup>.