

## **Proactive Conservation Tasks for the Interior Alaska Land Trust**

### **Job Description**

The Interior Alaska Land Trust is looking for one or two part-time contractors to work with the Board of Directors, the public, landowners, and government groups to conserve open space in the Fairbanks area. The contractor(s) will provide their own work space, computer and internet access, and be supervised by the Interior Alaska Land Trust Board of Directors. Starting pay \$15-\$20/hour depending on experience. To apply, please email a cover letter stating your interest in and qualifications for one or both jobs and your resume by October 15, 2021 to:

[interioraklandtrust@gmail.com](mailto:interioraklandtrust@gmail.com)

### **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**

#### **Outreach tasks (approx. 10 hours/week)**

- Maintain web page
- Update Facebook and Instagram pages
- Write quarterly MailChimp update
- Write, print & distribute end of year fundraising letter
- With Board, write spring newsletter, print, distribute & post on web page
- Attend at least 2 large public events per year to conduct outreach
- Organize at least 2 neighborhood outreach events per year
- Produce accurate invoices documenting time and expenses

- Attend monthly meetings of the Interior Alaska Land Trust Board of Directors and report activities

### **Land tasks (approx. 20 hours/week)**

- Monitor conserved lands at least annually and follow up with needed management
- Oversee volunteer monitoring
- Contact at least 10 landowners with detailed conservation options for their properties, focusing on landowners within the areas identified as highest priority for conservation land
- Follow up with willing landowners to permanently conserve their properties
- Write at least 2 grants/year to support land conservation
- Produce accurate invoices documenting time and expenses
- Maintain records of all monitoring reports, contacts (names, addresses/phone/email), and grant paperwork
- Attend monthly meetings of the Interior Alaska Land Trust Board of Directors and report activities

### **Goals**

Proactive conservation of high-value conservation land

Increase awareness of the Interior Alaska Land Trust