



UNIQUE PLACES TO SAVE

Conservation Specialist Position

Applications Due July 26, 2024

About Unique Places to Save

Unique Places to Save (“UP2S”) (<https://uniqueplacestosave.org/>) restores and conserves high-quality land and aquatic resources.

Mission Statement

Unique Places to Save directly restores and conserves natural and working lands and aquatic resources through conservation protections and sustainable land, aquatic, and natural resource restoration and management.

Scope of the Position

This is a full-time, junior-level support position with potential for upward mobility within the organization. Position should be located in the Triangle area of North Carolina. This is a remote position (no office location) with occasional travel required (variable, but typically 20% of time). This position reports directly to the Conservation Director of UP2S.

Mitigation Conservation Easement Program Assistance (80% estimated time)

- Manage the stewardship program with oversight from the Conservation Director including:
 - Conduct periodic property site visits and assess properties/projects being considered for conservation or ownership by UP2S.
 - Ensure all conservation easements are being monitored annually for compliance.
 - Ensure stewardship information systems are kept updated and organized.
 - Ensure all landowner relationships are kept positive and current.
 - Develop baseline documentation reports for conservation easements.
 - Assist with drafting public relations material related to land conservation.

- Attend any regional meetings, workshops, continuing education or other activities related to conservation, restoration, collaborations, or other related efforts.
- Assist with modernization of the stewardship program with oversight from Conservation Director including:
 - Populate and maintain LANDSCAPE software with all conservation easement and fee land holdings and associated documentation for use in the field and as a compliment to UP2S permanent information systems.
 - Review and update, if needed, UP2S documents/forms/standards and practices for stewardship program.
 - Support updating UP2S policies for stewardship program.
 - Research and implement ways to modernize our recordkeeping and database.
 - Research and implement ways to make monitoring more efficient using best practices, standards and technologies.
- Support other landowner outreach work and train existing and new team members best practices for landowner relations and stewardship monitoring for conservation easements.
- Assist with land management activities related to properties owned by UP2S.
- Assist with information management including research, data acquisition, document acquisition, filing, organization, and updates.

Support Land Acquisition/Management and Ecological Restoration Coordination Projects (15% estimated time)

- Assist with outreach and communication, permitting, and make field visits when necessary.
- Assist with grant applications for additional ecological restoration projects or expansions of current projects.
- Support grant reporting process for secured grants.
- Participate in calls/meetings when needed.
- Support partner coordination and communication for restoration and other projects.
- Assist with ecological restoration/dam removal projects as needed.
- Provide support for business development, research, data acquisition, etc.
- Assist with information management including document acquisition, filing, organization, and updates.
- Produce baseline documentation reports for non-conservation program properties, as needed.

Organizational Administration (5% estimated time)

- Participate in staff and board calls and meetings.
- Maintain good work records including tracking time spent on a wide variety of projects and programs.
- Ensure UP2S assets (e.g., work vehicle) are safely maintained.

Requirements for the Position

- Bachelor's or Master's Degree in Biology, Botany, Ecology, Environmental Science, or related field.
- Experience in any of the following fields: land and resource conservation, land management, forestry, real estate, ecosystem services, grant-writing, water quality, water chemistry, biology/botany, ecology, invasive species management, GIS, photography, surveying, alternative energies, and business development.
- Land trust or land conservation experience highly preferred.
- Forestry or forest management experience a plus.
- Significant experience, ability, sound judgment, and willingness to conduct field work including paddling on rivers and hiking/walking/working in remote areas with a priority on safety.
- Knowledge of the southeast U.S. landscapes, communities, economies, markets, and biota.
- Ability and willingness to work a minimum of 40 hours per week and be available on occasional evenings and weekends.
- Ability and willingness to travel to other states in the southeast including South Carolina, Tennessee, Kentucky, and Georgia.
- Willingness to utilize select computer software programs to track projects, clients, and other business-related activities.
- Must possess excellent written, verbal, networking, research, and other communication skills.
- Must be a self-starter, independent, and organized.
- Must be able to work in a fast-paced environment to meet established goals and deadlines.
- Must be committed to UP2S' business and organizational goals and strategies and be able to maintain strong, positive, collegial working relationships with outside professional advisors, consultants, and partners.
- UP2S does not provide office space or access to the Internet. This is a remote position. Periodic in-person visits for meetings and status updates are required.
- Must be willing to contribute to maintaining an ethical, smooth, and efficient work environment. A sense of humor is appreciated, even if it is not that good.

Other Terms of the Position

- Salary \$40,000 - \$50,000 per year DOE.
 - **Note:** this initial salary range is not negotiable, please do not apply if you have salary expectations above this range.
- 20 days Paid Time Off (PTO), this includes vacation and sick leave.
 - **Note:** the initial PTO offered is not negotiable, please do not apply if you have higher PTO expectations.
- Increases in salary compensation and PTO considered on an annual basis based on performance.
- Ten (10) paid holidays per year.
- Cellular phone stipend included.
- Participation in the [QSEHRA](#) health care reimbursement program.
- UP2S has a company vehicle available for this position, but there may be instances where the candidate must provide their own transportation. UP2S will reimburse at the federal rate for all business-related travel.

How to Apply

- Please send the following to mscisco@uniqueplacestosave.org by 5:00 pm ET on July 26, 2024.
 - Cover letter detailing experience and qualifications for the position
 - Resume with current contact information
 - Contact information for three (3) professional references