



## Monitoring Assistant – Job Description

### Overview:

The Land Trust of Napa County is a community-based nonprofit dedicated to preserving the character of Napa County by permanently protecting land. In its 48-year history, LTNC has completed over 240 projects and protected more than 94,000 acres.

The Land Trust offices are located in the City of Napa, near downtown. We offer competitive salary, paid vacation and sick time, health, dental and vision insurance, retirement benefits and family friendly policies. Our team consists of motivated and passionate individuals who care deeply about our mission and enjoy working together.

The Monitoring Assistant is an entry-level position within the Land Trust of Napa County's Lands Department, designed to assist in ongoing land protection activities within the organization. This job provides a nuts-and-bolts learning opportunity to develop skills and experience needed by conservation professionals. This position will actively facilitate communication and relationship building with property owners and volunteers, so the ideal candidate should possess strong interpersonal skills and a friendly nature. The Monitoring Assistant works within all aspects of the monitoring program, including annual compliance visits, landowner relationships, volunteer coordination, outreach, and recordkeeping.

The Monitoring Assistant reports to the Conservation Director. This position is full-time with benefits and is non-exempt.

### Primary Responsibilities:

- With direction from the Conservation Director, support implementation of the annual compliance monitoring program covering 67,500 acres of the conservation easement and fee-owned properties, including:
  - monitor conservation properties for conservation values;
  - recruit, coordinate, and train volunteer property monitors;
  - conduct landowner outreach, and assist with landowner requests regarding reserved rights and interpretation of the conservation easement language;
  - create and update maps in ArcGIS Pro.
- Support land conservation administrative duties, including:
  - maintain complete transaction and monitoring files on the organizational server and in LOCATE;
  - participate in the Protection Committee meetings including meeting attendance, preparation, distribution and transcription of materials and discussion, and tracking committee outcomes;
  - complete administrative tasks in the monitoring program (e.g. review of annual monitoring reports, photo compilation, and updating forms and procedures);
  - provide administrative and organizational support to other projects as needed.

- Carry out general administrative duties, such as procuring and maintaining equipment and supplies, maintaining vehicles, maintaining safety protocols and safety training schedules, attending staff meetings, and tracking hours.

**Position Details:**

Work Environment: In addition to working within an office environment, this position requires a significant outdoor work component. Outdoor work will entail exposure to variable weather conditions and natural hazards, such as poison oak, ticks, rattlesnakes, other wildlife, etc. This position anticipates up to 50% of time in the field.

Physical Demands: Lift and maneuver materials and equipment weighing up to 50 lbs. Access remote areas of protected lands involving off-trail hiking over strenuous terrain and through dense vegetation.

**Minimum Qualifications:**

1. College degree with 2 years demonstrated work or volunteer experience in study field OR high school diploma with minimum 3 years of relevant work experience.
2. Outstanding people skills and an ability to work with a variety of constituents, including donors, volunteers, researchers, agency representatives, contractors and outdoor recreationalists.
3. Strong project management, communication, and record-keeping skills, including ability to write and communicate verbally.
4. Strong oral and written communication, with proven editing skills.
5. Willingness to attend evening and weekend meetings or work days with volunteers.
6. Ability to work independently and collaboratively, under general supervision from the Conservation Director.
7. Excellent attention to detail. Demonstrated ability to meet deadlines and stay organized, including multi-tasking.

**Desired Skills and Experiences:**

1. 2 years' experience working for or with non-profit organizations OR experience working with federal, state and local governmental agencies or private organizations involved in land conservation a plus.
2. Proficiency with map orientation and interpretation, GPS and field marking and associated software applications. Experience with GIS mapping and data management software a plus.
3. Knowledge of natural history (specifically natural communities) of northern California, or a strong willingness and ability to learn.

Salary is based on candidate qualifications and experience. The salary range for this position is \$45,000-\$55,000. Full benefits for employee; retirement plan; family friendly policies.

**To apply:** Send letter and resume to [lena@napalandtrust.org](mailto:lena@napalandtrust.org). **No photographs or phone calls please.** Please reference Mon2024 in your Subject line. First responses to applicants will begin May 29, 2024.