



LAND PRESERVATION ASSISTANT

Organization:

Lancaster Farmland Trust, a private, non-profit land trust dedicated to preserving and stewarding the beautiful farmland of Lancaster County, Pennsylvania. The Trust has preserved 489 farms and nearly 30,000 acres since it was established in 1988. For more information, please visit www.lancasterfarmlandtrust.org.

Essential Duties:

The Land Preservation Assistant provides support to the Land Preservation Department in accomplishing the Trust's principal program effort: securing the donation or bargain purchase of conservation easements and stewarding the easements in perpetuity. This position reports to the Deputy Director.

The Land Preservation Assistant must be philosophically committed to the mission and vision of Lancaster Farmland Trust; possess a general knowledge of agriculture in Lancaster County; be efficient and capable of managing a large workload with numerous tasks and be extremely attentive to detail and accuracy; be proficient in Microsoft Office and GIS software (ArcGIS 10); possess excellent oral and written communication skills; has a valid driver's license; physically able to work outdoors in a variety of weather conditions in difficult terrain; capable of working independently and as a member of a team; and brings significant energy and enthusiasm to the position. A bachelor's degree in relevant field is preferred but not required.

The Land Preservation Assistant must be able to, or must quickly obtain the ability to, understand the legal, tax and estates planning issues associated with land preservation.

Specific Duties:

- I. **Administrative Support**
Assist the Land Preservation Department with administrative activities related to the acquisition, maintenance and monitoring of conservation easements, including the preparation and review of legal documents.
- II. **Grant Support**
Provide support to the Land Preservation Department in completing the scope of work outlined in grants awarded for easement acquisition, stewardship and other land preservation programs.

III. Annual Monitoring

Assist in conducting the Trust's stewardship activities. Schedule and conduct annual conservation easement monitoring visits. Maintain databases and records related to stewardship activities.

IV. Baseline Documentation / Record Keeping / GIS

Assist in compiling complete, accurate and detailed baseline data on farmland preservation projects. Update and maintain reports on previously preserved farms. Maintain databases and records related to current and previous preservation projects.

Support the Land Preservation Department in producing GIS materials to be utilized in identifying, evaluating and monitoring farms.

V. Administrative and Organizational Support

Provide administrative support to the Land Preservation Committee including scheduling meetings, taking minutes and maintaining meeting records. Assist the Deputy Director in carrying out initiatives of the committee. Prioritize and document projects for consideration by the committee.

Provide assistance to other departments with projects and events as required.

Other duties as assigned by the Deputy Director and/or Executive Director.

To apply, please send a resume and cover letter to Jeff Swinehart (jswinehart@lancasterfarmlandtrust.org) by April 27, 2018.