

Now Hiring!



Organization: North Central Conservancy Trust
Position: Outreach and Development Coordinator
Date Posted: Monday May 5, 2021
Location: Stevens Point, WI
Supervisor: Executive Director
Duration: Full-time, salaried
Start Date: July 2021

About the North Central Conservancy Trust: North Central Conservancy Trust's (NCCT) mission is to conserve the natural heritage of Central Wisconsin through the protection of land. To further this mission, NCCT has adopted the following four strategic objectives: protecting land through conservation easements and strategic land acquisitions; properly stewarding our protected land; building a strong organization that is prepared to carry out its land protection mission in perpetuity; and engaging the community to promote the conservation of land. Since our inception as a non-profit land trust in 1994, we have permanently protected more than 4,400 acres.

NCCT serves Adams, Clark, Lincoln, Marathon, Portage, Taylor, Waushara and Wood Counties. NCCT's conservation work has historically been supported by volunteers who are experts in the natural resource fields, including faculty from the University of Wisconsin-Stevens Point, College of Natural Resources.

Principal Duties and Responsibilities: The Outreach & Development Coordinator position is a full-time year-round position working for the North Central Conservancy Trust (NCCT). The successful candidate will work on a variety of NCCT projects, including approximately 20 hours per week on Ice Age Trail Alliance (IATA) related projects. All office work will be conducted at the NCCT office in Stevens Point, however, frequent travel throughout Central Wisconsin is anticipated for site visits, trainings, meetings, conferences and more.

The position will include a wide range of responsibilities including general outreach, field visits, conservation easement & trail surveys, landowner contacts, fundraising, clerical work, developing maps, and researching new and existing conservation lands.

The Outreach & Development Coordinator will also assist with public relations and communications activities to advance the missions of NCCT and IATA, by raising the visibility of our work and growing support among new and existing stakeholders. This will be supported by researching new areas of interest, initiating contact with potential landowner partners while helping monitor existing land interests.

The position will work primarily in North Central Wisconsin. The position will help foster an appreciation for conservation of natural and working landscapes through a commitment to donor-centered communications to inspire and engage supporters

Location and Travel: Position is based out of the Stevens Point office, but will require travel to many areas of North Central Wisconsin. Overnight travel may occur, including some weekend work.

Compensation:

- The salary range is \$2600-\$3120/month depending on qualifications and experience
- Eight paid holidays and paid vacation
- After three months of employment a simple IRA with 3% salary match

Successful applicant must:

- Hold a bachelor's degree in biology, natural resources, land use management, forestry or other related field or related professional experience
- Be creative, enthusiastic, and have a friendly personality who enjoys working with people
- Be highly organized and able to manage multiple projects simultaneously, establish priorities and meet project deadlines
- Have computer proficiency in MS Office
- Have the ability to work independently with little direction and as a team member
- Have reliable transportation, a valid driver's license and be able to travel in all types of weather conditions

Desired Skills:

- Strong social and interpersonal skills and the ability to maintain good working relationships with coworkers, volunteers, and members of the community
- Computer proficiency, including ArcGIS software
- Ability to effectively relate to a diverse range of people
- Oral and written communication skills
- Experience in conservation and recreation programs
- 1-2 years relevant work experience, preferably at a non-profit organization.

TO APPLY

Candidates should send their:

- (i) Resume
- (ii) Cover letter stating relevant experience, work ethic, & career goals
- (iii) Three professional references

To the address or email below **by 5:00pm on Friday, May 21, 2021** (*email preferred*). Interviews scheduled to take place in June. Feel free to call our office any time with questions and/or to confirm receipt of application.

Applications will be accepted until position filled.

Chris Radford
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The North Central Conservancy Trust is committed to a policy of equal opportunity for all employees. It is our policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees in a manner that will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest or conviction record, or any other basis prohibited by state or federal law.

Further, the NCCT is committed to providing a productive work environment in which employees are treated with courtesy, respect, and dignity, and one that is free from any form of discrimination or harassment, including sexual harassment. The NCCT prohibits and will not tolerate any form of unwelcome discriminatory or harassing behavior by employees, supervisors, customers, citizens, vendors, agents, or volunteers.

Discriminatory and/or harassing behavior based on an individual's race, color, religion, age, sex, national origin, disability, ancestry, sexual orientation, military service, marital status, arrest or conviction record, physical or mental disability, or any other basis prohibited by state or federal law violates this policy.