



NORTH CENTRAL CONSERVANCY TRUST

Land Protection Assistant Internship

POSITION DESCRIPTION

Title: Land Protection Assistant - Internship

Supervisor(s): NCCT Executive Director & Outreach Coordinator

Office Location: Stevens Point, Wisconsin

Compensation: \$13/hour for 15 to 20 hours/week

Duration: 15 weeks total during the months of August 2023 – December 2023

Application Deadline: Applications will be reviewed on an ongoing basis. Position open until filled.

North Central Conservancy Trust (NCCT) is offering an internship for a Land Protection Assistant. The assistant will help NCCT to advance our mission by working with the Executive Director and Outreach & Development Coordinator to develop fundraising materials, produce GIS maps, conduct stewardship activities while following land management plans, and help implement innovative data collection tools for our stewardship and monitoring efforts. There will also be opportunities to help with public outreach, networking, and event coordinating to expand collaborative efforts with our partners. The assistant will also help with our donor and membership correspondence and engagement.

NCCT's mission is to conserve the natural heritage of Central Wisconsin through the protection of land. Since our inception in 1994, we have permanently protected more than 4,900 acres of important land and water in Adams, Clark, Lincoln, Marathon, Portage, Taylor, Waushara, and Wood counties. NCCT primarily works with donations of conservation easements and conservation lands.

Primary Responsibilities:

- Assist with the development & implementation of land management plans for several properties owned by NCCT.
- Produce GIS maps for our website, outreach materials, strategic planning and land protection projects
- Organize GIS files, streamline workflow, and help make data easily accessible to our users

- Assist with the development of printed and electronic communication and promotional materials.
- Assist with the development and integration of innovative data collection tools for our stewardship and monitoring efforts.
- Assist with fundraising efforts and the development of fundraising materials.
- Assist with developing and maintaining partnerships with communities and other organizations with complementary missions to NCCT's. Serve as a liaison between NCCT and UWSP's Land Conservation Society and other student organizations.
- Assist with newsletters, and other publications.
- Produce a final report and give a final presentation to the NCCT Board of Directors
- Other tasks and responsibilities as assigned.

Required Qualifications:

- Passion for land conservation and for protecting natural resources.
- Creative, enthusiastic, friendly personality who enjoys working with people.
- Highly organized and able to manage multiple projects simultaneously, establish priorities and meet project deadlines.
- Computer proficiency in MS Office.
- Experience with GIS.
- Ability to work independently and as a team member.
- Open to learning from others

Additional Required Qualifications:

Interns must meet eligibility requirements for the Pointers Connect Internship (PCI) program to be hired and receive pay. Requirements include; currently enrolled at UWSP, Junior or Senior status, 2.0 GPA or higher, plus one of the following: 1st generation college student; Pell eligible or non-traditional student.

Please include the following in your application package:

- Cover Letter (1 page maximum)
- Resume
- Three professional references

Please send your application package to:

Chris Radford, Executive Director, NCCT, edncct@gmail.com.
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 Stevens Point WI 54481-0124
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www.ncctwi.org