

# AMERICORPS PROJECT CONSERVE MEMBER SERVICE DESCRIPTION

*September 1, 2010 – July 31, 2011 Service Year*

**Position Title:** AmeriCorps Land Program Associate (2 positions), 40 hours per week, typically from 9AM to 5PM M-F; occasional weekend and evening hours required

**Host Site's Name:** Carolina Mountain Land Conservancy, 847 Case Street, Hendersonville, NC 28792, [www.carolinamountain.org](http://www.carolinamountain.org)

**Site Supervisor:** Bonnie Millar, Stewardship Director (Associate A) [bonnie@carolinamountain.org](mailto:bonnie@carolinamountain.org)  
Tom Fanslow, Land Protection Director (Associate B) [tom@carolinamountain.org](mailto:tom@carolinamountain.org),  
phone 828-697-5777 fax 828-697-2602

## **Carolina Mountain Land Conservancy Mission Statement:**

Carolina Mountain Land Conservancy helps local landowners protect the land & water resources vital to our natural heritage & quality of life. A non-profit dedicated to saving our region's special places, CMLC is creating a regional network of conserved mountain land. To date CMLC has conserved over 20,000 acres & is a nationally accredited land trust.

## **Main purpose of this position:**

To assist CMLC staff with the execution of conservation projects and stewardship duties and with landowner and community relations in the course of land protection and stewardship work.

## **General Summary:**

As Land Program Associates, the two members will: \*photograph and create maps of potential conservation properties; accompany Land Protection Director at meetings with landowners on their property to discuss and identify their conservation objectives; draft various documents including conservation easements, amendments, subordination agreements, newsletter articles, etc.; assist Stewardship Director with field work and follow-up paperwork/recordkeeping for annual monitoring, boundary marking, and prep of baseline documentation reports/management plans for each completed project; identify, draft, and help coordinate key grant application opportunities; have opportunities to develop and deliver educational presentations to a variety of community groups; use GIS mapping software to create conservation and planning maps for various uses; track land protection projects from start to end & assist with all stages of project management and recordkeeping; participate in volunteer/community events; attend watershed group, regional/coalition, Board of Trustees, and CMLC Land & Stewardship committee meetings; assist in other land program and general CMLC activities as assigned or desired. Both Land Program Associates should expect to spend a portion of their time in the field. Some manual labor may be required. CMLC desires to give both members a wide range of exposure to our activities in both land protection and stewardship efforts, as well as how a land trust functions overall.

Land Program Associate A: This position will be more heavily weighted towards stewardship tasks at certain times in the service year and will also serve as liaison for management & volunteer activities at CMLC's nature preserves in conjunction with CMLC's AmeriCorps Volunteer Associate, and assist in other stewardship program duties.

Land Program Associate B: This position will be more heavily weighted towards land protection activities during the service year and will assist with the coordination of tasks and activities required to complete conservation transactions, as well as directed landowner outreach efforts.

**Special conditions of service (if any):** All members will participate in AmeriCorps Project Conserve sponsored events, service days, and training days. Training days will require a minimum of two overnight stays.

## **Knowledge, Skills, Abilities & Qualifications:**

- Excellent interpersonal skills, sense of humor, and ability to work as team member
- Excellent writing, communication & organizational skills; non-profit experience a plus
- Working knowledge of Microsoft Word, Excel, and Outlook required; ArcGIS9 capability strongly preferred
- Academic background in conservation, environmental studies, or natural resources strongly preferred
- Zoological or botanical training and field inventory experience preferred
- Invasive species removal training, 1st Aid and chainsaw certification a plus
- Good physical condition and must be willing and capable of physical work throughout the year.
- Undergraduate degree required
- Volunteer management experience helpful
- An eligible member must be 18 years of age and have documentation of citizenship / naturalization / resident alien status. Driver's license required.