



# DUTCHESS LAND CONSERVANCY

*Preserving Open Land in Dutchess County*

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## **Stewardship Associate – Job Announcement**

The Dutchess Land Conservancy (DLC), Dutchess County, New York, is seeking a full-time *Stewardship Associate* to join its organization in its Millbrook, NY office. The *Stewardship Associate* works as an integral member of the DLC's Conservation Easement Stewardship team, and is responsible for monitoring conservation easement properties, creating maps, assisting with geospatial data management, and maintaining detailed records in accordance with established protocols.

As part of the position's responsibilities, the *Stewardship Associate* frequently needs to communicate with landowners and hike off-trail over various terrains to document property conditions. The *Stewardship Associate* will use photography, GPS, and iPad technologies to collect data in the field. Additionally, they assist in managing and updating DLC's geospatial data using ArcGIS applications.

Beyond monitoring and mapping, the *Stewardship Associate* will be tasked with organizing and maintaining both paper and electronic records of all conservation easement-related material in compliance with the DLC's recordkeeping and accreditation requirements. This includes managing and updating data in DLC's Salesforce stewardship database, tracking and obtaining copies of publicly filed documents such as deeds, and organizing documents for archival storage.

### ***Essential Qualifications***

- Excellent communication skills, both verbal and written.
- Strong organizational skills and the ability to complete tasks efficiently and proficiently.
- Self-motivated, detail-oriented, and able to work independently and as a part of a team.
- Ability to comply with standards and protocols.
- Experience in photography, ArcGIS and ArcGIS online, GPS technologies, and Apple iOS (for the use of iPads in the field).
- Proficiency in Microsoft Office Applications.
- Willingness to work outdoors and hike several miles per day, often off-trail and over rugged terrain.
- Valid driver's license & vehicle.

### ***Desired Qualifications***

- Bachelor's degree in an environmental or related field.
- Familiarity with land trust work and land conservation.
- A genuine passion for land conservation, land stewardship, and the outdoors.

A detailed job description is available [here](#).

Please apply by sending a cover letter and resume using [Indeed](#) no later than April 20, 2025.