Conservation Assistant

Company: Mississippi Valley Conservancy
Date Posted: September 27, 2013
Job Title: Conservation Assistant
Part time: 20 hours per week

General Summary:
To support Mississippi Valley Conservancy staff by carrying out administrative and office management duties.

Principal Duties and Responsibilities:
The Conservation Assistant will be a member of a team dedicated to permanent land protection, habitat restoration, and public outreach in southwestern Wisconsin. The position is responsible for providing technical and administrative support to the office, outreach and land protection staff. Duties include collecting, organizing and digitizing data, report and grant application preparation, communications, and supervising volunteers.

In addition to the specific duties outlined below, assist with ad-hoc projects in support of the Executive Director and other staff as required.

Office and Conservation Assistance:

- Assist with baseline property documentation preparation including compilation of reports, photos, maps, natural resource inventories, etc.
- Commission title commitments, deeds, surveys, land appraisals, and other due diligence items as needed
- Assist with preparation of grant applications and reports
- Organize and maintain project files, and scan documents for archiving
- Maintain and organize shared spaces (e.g. conference room, storage closets, cupboards)
- Maintain meeting schedules and coordinate any special needs for meetings (e.g. board packets, agendas)
- Volunteer coordination and supervision
- Data entry
- File organization and scanning

Help with Outreach and Communications:

- Develop printed materials (newsletters, ads, press releases, invitations, brochures etc.)
- Produce and mail letters (membership, thank you, general communications, acquisition mailings)
- Assist with planning and implementation of public outreach events with landowners, volunteers, and school groups
- Maintain acquisitions lists and donor databases

- Develop online communications (email communications, Constant Contact, Facebook, Twitter)
- Event planning (manage RSVP, attend meetings, coordinate event logistics, recruit and coordinate volunteers for events)

Knowledge, Skills and Abilities:

- Two years minimum experience in office setting, complex database software (e.g. Adobe Design Suite, Microsoft Office programs)
- Excellent writing, editing, and communications skills a must
- Organized and detailed oriented
- Troubleshooting experience with IT issues
- A solid understanding of land conservation issues
- Successful candidate will be self-directed, highly motivated, flexible, and detail-oriented

Education and Certifications:
College or technical degree, or minimum of three years of comparable experience.

Compensation: Mississippi Valley Conservancy offers competitive compensation, flexible work policies and a collaborative work environment. At MVC you will find a culture that supports and inspires conservation achievement and personal development.

To Apply: Send letter of interest, resume and list of references by e-mail in Microsoft Word or PDF format to *carol[at] mississippivalleyconservancy.org*, or mail to Mississippi Valley Conservancy, P.O. Box 2611, La Crosse, WI 54602-2611.
Applications will be accepted until the position is filled.