



NEW MEXICO LAND CONSERVANCY CONSERVATION STEWARDSHIP INTERNSHIP

Summary and Background

Learn about conservation easement monitoring, land stewardship, and non-profit operations and management through hands-on experience interning with a statewide land trust.

The New Mexico Land Conservancy (NMLC) is a non-profit land conservation organization, based in Santa Fe, New Mexico, dedicated to conserving New Mexico's land heritage. Since 2004, NMLC has protected over 325,000 acres of land throughout the state. NMLC's long-term goal is to conserve, directly or in partnership with others, 1 million acres of high conservation-value lands throughout New Mexico. NMLC focuses on protecting lands that conserve significant wildlife habitat and natural resources, agricultural lands, scenic open space, cultural and historic sites, and recreational lands at community, watershed and landscape scales.

NMLC is currently staffed by an Executive Director, Southern NM Program Manager, Northern NM Project Manager, Stewardship Coordinator, Conservation Specialist, Accounting and Office Manager, and Communications Manager, and it is governed by a volunteer Board of Directors. NMLC is dedicated to the highest quality work and operates as a learning organization with a work culture based on consensus and teamwork.

Scope of the Position

NMLC seeks a qualified and motivated individual to assist with stewardship and monitoring activities in support of the organization's mission and in accordance with its established plans and policies. This position reports to the Stewardship Coordinator but will involve interaction with the entire staff. The position will be based in Santa Fe, with extensive travel around the state.

The primary responsibilities of the Conservation Intern include the following:

Land Conservation and Stewardship (80%):

- Conduct annual conservation easement monitoring on over 100 easements and preparation of associated documentation.
- Support ongoing process of developing land conservation project review and tracking criteria, procedures and systems.
- Provide administrative support for conservation and stewardship activities.
- Support the maintenance of NMLC's vehicles and equipment.

Outreach/Communications (20%):

- Enhancement and contribution to communications materials using digital photography, maps, spatial information, and mapping/graphic design software.

Requirements of the Position

- Bachelor's degree (or in process) in related field (natural resource management, land use planning, geography, biological/environmental sciences, etc.) with interest and desire to work in the non-profit land trust or conservation arena.
- Must be willing and physically able to work in the field including walking/hiking over rough terrain in inclement weather for extended periods of time.
- Should have experience operating a four-wheel drive vehicle off-road and first aid protocols.
- Must be willing to travel around the state in remote situations, with frequent overnight site visits.
- Familiarity with New Mexican and/or western landscapes and communities is preferred, particularly an ability to work with urban as well as rural agricultural landowners.
- Excellent computer skills including experience with Microsoft Office.
- Experience with GPS and GIS required.
- Love of camping (when able) and ability to take photographs to add to NMLC's portfolio.
- Must possess excellent written and oral communication skills.
- Must have personal transportation to/from work. Transportation will be provided for work-related travel.
- Must be a self-starter, well-organized, and punctual.
- Must be committed to the organization's conservation mission and be able to maintain strong, positive, collegial working relationships with staff, Board, and outside consultants and professional service providers.
- Must be willing to contribute to maintaining an ethical, smooth, and efficient working environment with staff, Board and others. A sense of humor is appreciated even if it is not that good.
- Successful candidate is responsible for providing his/her own health insurance.
- Housing is not provided.

Benefits of the Position:

- This is a full-time internship position lasting from May – August (start date flexible), with possible extension into fall.
- The position will be compensated at a rate of \$12/hour.
- Being part of a young and dynamic conservation organization.
- Experiencing Santa Fe and the diverse landscapes and communities of the state of New Mexico.

Please submit a cover letter and resume as a single document titled "NMLC Conservation Intern 2021_[your name]" electronically to mvelardi@nmlandconservancy.org by March 26, 2021.

NMLC is an equal opportunity employer and provides a smoke-free, drug-free workplace.