NEW MEXICO LAND CONSERVANCY
CONSERVATION STEWARDSHIP INTERNSHIP 2022

Position Summary
Learn about conservation easement monitoring, real estate, land stewardship, and non-profit operations and management through hands-on experience interning with a statewide land trust. 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. The primary role of this position is to conduct annual conservation easement monitoring and associated reporting on over 100 easements.

This position reports to the Northern NM Project Manager and Stewardship Manager but will involve interaction with the entire staff. The position will be based in Santa Fe, with extensive travel around the state. This is a 40 hour/week internship position lasting from May – August (start date flexible), with possible extension into fall. The position will be compensated at a rate of $15/hour.

Organization Background
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 340,000 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 achieves its conservation goals by 1) using conservation easements and other voluntary land protection methods that respect both land and private property rights; 2) educating landowners, other organizations, public policy makers and the general public about land conservation; and 3) promoting policy and legislation to further voluntary land conservation and enhance related benefits for private landowners.

NMLC is currently staffed by an Executive Director, Northern NM Project Manager and Southern NM Program Manager, Stewardship Coordinator, Accounting & Office Manager, Communications Manager, and Southern NM Conservation Specialist. 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
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 facilities, vehicles and equipment.

**Outreach/Communications (20%):**
• Support development, enhancement and periodic updating of communications materials using digital photography, maps, spatial information, and mapping/graphic design software.
• Take high-quality photos on location for our communications portfolio (web-based and magazine publications).

**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 hiking over rough terrain in inclement weather—heat, rain, wind, and sometimes snow— for extended periods of time.
• Experience with GPS and ArcGIS required.
• Experience operating a four-wheel drive vehicle off-road, extra consideration given to those who can change a tire.
• Driver’s license with clean driving record and self-awareness for road trip safety and basic vehicle maintenance. Must be willing to travel around the state in remote situations, with frequent overnight site visits.
• Enjoys camping and staying overnight in remote areas, training/certification in first-aid preferred.
• Familiarity with New Mexican and/or Southwestern landscapes and communities is preferred, particularly an ability to work with rural agricultural landowners.
• Excellent computer skills including experience with Microsoft Office and Outlook.
• Willing and able to take photographs to add to NMLC’s social media, website and 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 in not provided.

**Benefits of the Position:**
• This is a 40 hour/week internship position lasting from May – August (start date flexible), with possible extension into fall.
• The position will be compensated at a rate of $15/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 2022_name” electronically to ccatlett@nmlandconservancy.org by March 31, 2022.

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