



## **Americorps Stewardship Intern - Job Description**

Winter 2017 – Spring 2018

The Summit Land Conservancy is a Park-City based nonprofit, land trust that saves open space and agricultural lands. Founded in 2002, the Summit Land Conservancy was the first Utah land trust to achieve national accreditation in 2011.

The AmeriCorps Intern supports the Conservation Director and Legal Counsel with tasks related to easement acquisitions and stewardship of conservation easement lands. This position is suitable for a person with an interest in real estate law or the business of land conservation.

### **Tasks:**

Grant writing and the compilation of data.

Assist with drafting of conservation easements, purchase contracts and other real estate transaction documents.

Scanning, filing, tracking and detail-oriented administrative tasks to support projects  
Careful review of baselines, previous monitoring reports and spreadsheet.

Site visits in June through mid-August, to record GIS Waypoints and photographs, and observe man-made alterations, changes in vegetation and wildlife.

Creation of monitoring reports, including map creation with waypoints, compilation of photographs and completion of written documentation.

Summary of annual data relevant to the conservation easement property.

### **Skills and Experience:**

Professional writing skills are essential.

The ability to complete detail-oriented tasks is essential.

Completion of a GIS course is helpful, but not required.

Experience with Publisher, Word and Acrobat Pro is preferred.

Course-work or field experience in plant identification is helpful, but not required.

### **To Apply:**

Email resume and cover letter to Kate Sattelmeyer, [kate@wesaveland.org](mailto:kate@wesaveland.org)

Position open until filled. Apply today!