



Job Announcement Conservation Coordinator

Overview

Sebago Clean Waters is seeking a full-time Conservation Coordinator to join our skilled, passionate, collaborative, and fun team to advance forestland conservation in the Sebago Lake watershed. Sebago Clean Waters (SCW) is a 10-member coalition of organizations working toward a shared goal of permanently conserving 25% of the forestland in Maine's Sebago Lake watershed to protect water quality, wildlife habitat, and economic and community benefits. Since formalizing its collaboration in 2017, the coalition has conserved over 9,500 watershed acres of forestland, engaged numerous business partners, garnered regional and national media attention, and secured significant public and private funding for conservation. To learn more, visit sebagocleanwaters.org.

Summary Position Description

The Sebago Clean Waters Conservation Coordinator is a full-time, grant-funded position. The Conservation Coordinator's primary responsibilities are the development and implementation of land protection projects in the Sebago Lake watershed. The Conservation Coordinator will primarily support and manage land protection projects at [Loon Echo Land Trust](#) (LELT) and [Western Foothills Land Trust](#) (WFLT) with additional support to [Mahoosuc Land Trust](#) (MLT). Other responsibilities include the administration of LELT and WFLT Lands Committees, GIS management, baseline documentation, and land protection support for the watershed-wide SCW initiative. [See full position description here.](#)

Minimum Qualifications

- BA/BS degree in natural resource management, conservation biology, forest management, or related science or environmental field(s) and three years of experience—or equivalent combination of education and experience
- Proficiency with GIS software for map making and spatial analysis
- Experience managing financial information including financial tracking skills
- Experience communicating effectively with a variety of audiences (e.g. government, non-profit organizations, municipalities, landowners, and/or the general public)
- Experience coordinating multiple projects with several variables, setting realistic deadlines, managing schedules, and completing tasks independently
- Proficiency with common software and web-based applications such as Microsoft Word, Excel, PowerPoint, Zoom, and Google services

Desired Knowledge, Skills, and Experience

- A commitment to conserving lands and waters
- Knowledge of land conservation, watershed management, forest management, and/or related environmental field(s)
- Experience coordinating or preparing baseline documentation reports for conservation easements
- Experience managing and preparing government and/or private grants or funding proposals
- Experience working with multiple teams/organizations, leading tasks independently, and thriving in a decentralized organization, with minimal oversight
- Excellent written and verbal communication skills
- Strong organizational skills, including time management, accuracy, and attention to detail
- Knowledge of or experience working with the U.S. Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS)

SCW is committed to building a more diverse, equitable, and inclusive conservation sector in Maine. We invite a diversity of experiences and ways of thinking, knowing that difference will help our team think and work in creative ways. We highly encourage candidates from all backgrounds, cultures, communities, and identities to apply for this position.

Supervision: The Conservation Coordinator will report to the SCW Partnership Director with project-specific direction from the land trust partner organizations (WFLT, LELET, and MLT) and will be employed by SCW's staff host organization, Loon Echo Land Trust.

Location: The position is based at the LELET office in Bridgton, with some time spent in WFLT's office in Norway. Remote work may also be arranged. Work time will involve a mix of computer-based work, virtual and in-person meetings, and field visits.

Compensation: \$45,000-\$55,000 annual salary, plus paid time off, health, and retirement benefits.

To Apply: Please submit a cover letter, resume, brief (1-2 page) writing sample (preferably from a grant proposal), and contact information for three recent references as a single pdf document (preferred, or 3-4 pdf documents) with a file name [last name]_[first name].pdf to kyoung@sebagocleanwaters.org by **June 19, 2022**. The search committee plans to begin interviewing candidates within four weeks of this date with a goal of onboarding the successful candidate in August, 2022. No phone calls please.