



## EMPLOYMENT OPPORTUNITY: LAND COORDINATOR

### ABOUT THE OPPORTUNITY

Weeks Bay Foundation, a nationally accredited land trust, is looking to hire a new Land Coordinator. The Land Coordinator reports to the Executive Director and is responsible for overseeing all land protection projects, monitoring, and restoration efforts for land projects.

### RESPONSIBILITIES

- Work with Executive Director and Land Acquisition Committee (LAC) chairman to pursue new potential projects. Including reviewing each for conservation value and feasibility, and completing due diligence activities and documentation for all transactions.
- Present potential projects to the LAC and the Board.
- Communicate with landowners, realtors, and other agents during and after the land transactions.
- Ensure that all land transactions meet Land Trust Alliance (LTA) Standards and Practices and work with Executive Director to ensure that Foundation land operations meet LTA accreditation requirements.
- Perform annual monitoring on all Foundation properties and easements.
- Work with the Weeks Bay National Estuarine Research Reserve (WBNERR) to prioritize acquisitions that add to the Reserve and other collaborative projects.
- Work with the Development and Communications Coordinator to pursue funding for acquisition and restoration projects.
- Complete grant reporting related to land projects.
- Coordinate and oversee volunteers and partners for restoration and enhancement activities.
- Communicate with the public about the importance of land conservation and effective land management.
- Work with partners and colleagues at local, regional, and federal level (including but not limited to the following):
  - Partnership for Gulf Coast Land Conservation
  - Mobile Bay NEP – Community Resources Committee
  - Weeks Bay Reserve Advisory Committee
  - Weeks Bay Reserve MAT
  - GulfCorps Program
  - National Estuarine Research Reserve Association (NERRA) Friends Group
  - Forever Wild
  - AL Coastal Cleanup – Recycling Partnership
  - Weeks Bay Watershed Management Plan Implementation Stakeholder Group

### QUALIFICATIONS & ATTRIBUTES

The Foundation is seeking a candidate who:

- Is a self starter.
- Is an outstanding communicator with the ability to motivate others.
- Is scientifically literate and committed to conservation and natural resources.
- Is naturally curious and an active learner.
- Works collaboratively.

This position requires:

- A minimum of three years of experience.
- Minimum of a bachelor's degree in a relevant field, or equivalent education & related experience.
- Effective land management experience.
- Experience in public speaking/public relations.
- Knowledge of Microsoft office suite.

This position prefers:

- Experience with Arc GIS, or other land mapping software
- Knowledge of native and invasive flora and fauna of the Gulf region
- Ability to safely operate small power equipment, such as chainsaws, or a willingness to learn.
- Experience with real estate purchases and other related transactions.

## Salary & Benefits:

Competitive compensation. Salary range between \$35,000-\$45,000 based on experience, plus benefits.

The above statements are intended to describe the general nature and level of work being performed by the person in this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply: Applications due by January 17, or until filled.

Please send cover letter and resume – with subject line: Land Coordinator Position – to Connie Whitaker at [connie@weeksbay.org](mailto:connie@weeksbay.org).

## ABOUT WEEKS BAY FOUNDATION

The Weeks Bay Foundation was incorporated in 1990 as a non-profit organization to support the Weeks Bay National Estuarine Research Reserve in its efforts to conserve the pristine coastal area of Baldwin County, Alabama. In 2009, the Foundation became a Nationally Accredited Land Trust. With the support of members, generous donors and event sponsors, the Foundation has protected – through a combination of conservation easements, land donations, and purchases - more than 7,000 acres of coastline in Baldwin and Mobile counties from development.

For more information about Weeks Bay Foundation please visit: <https://weeksbay.org/>