



The Catskill Center for Conservation and Development

Job Posting Land Trust Project Assistant

About the Catskill Center

The Catskill Center for Conservation and Development preserves and enriches the environmental, economic and cultural well-being of the Catskill region through collaboration, inspiration and stewardship. We believe that the vitality and prosperity of the Catskills depend on robust collaboration, thriving local communities and the wise stewardship of our natural resources.

Since its founding in 1969, the Catskill Center has partnered with regional organizations and local and state governments to develop a wide variety of programs and initiatives, playing a pivotal role in balancing the preservation of the region's natural beauty and environmental integrity with a commitment to advancing sustainable economic development within the counties and communities of the Catskills.

For more information about the work of the Catskill Center, visit www.catskillcenter.org.

Land Trust Project Assistant

The Catskill Center seeks an individual to fill the position of Land Trust Project Assistant. This individual will play a vital role in helping the Land Trust & Stewardship Manager and the Catskill Center achieve Land Trust Alliance (LTA) Accreditation.

LTA Accreditation indicates that the land trust has a solid foundation and processes in place that support land protection for generations to come. The Catskill Center has helped protect thousands of acres of land in the Catskills and now seeks to achieve LTA Accreditation to ensure our processes meet the highest standards and to clearly show our supporters that we have the capacity to achieve our mission. For more information about Accreditation, visit www.landtrustaccreditation.org.

This Temporary, Part-Time position requires 15-20 hours of work each week at the Catskill Center's headquarters at the Erpf Center in Arkville, NY. The employment term of this position will not exceed one year.

Job Responsibilities

Under the supervision of the Land Trust & Stewardship Manager, the Land Trust Project Assistant will complete the tasks of researching, compiling, filing, copying, scanning and documenting anything required to demonstrate compliance with the Land Trust Standards and Practices and for LTA Accreditation. Such tasks will include, but not be limited to:

- Becoming familiar with the LTA's Land Trust Standards & Practices and Accreditation requirements
- Collating and organizing Catskill Center land trust documents, both in print and electronic formats
- Ensuring the Catskill Center has all needed documentation required to achieve Accreditation or working to obtain such documentation
- Updating and setting the standard for the Catskill Center's document retention policy and record management system
- Updating protocols and streamlining processes to meet or exceed LTA Standards & Practices
- Performing data entry, word processing, and writing, such as completing application materials
- Copying and scanning documents
- Other duties as assigned

Required Qualifications

The Catskill Center seeks a self-motivated individual who is meticulously organized; can work methodically; has basic office skills such as word processing, scanning and printing; and can logically file and hunt through files to find and appropriately collate documents and materials.

An ideal candidate will bring the following professional experience and personal characteristics:

- Exceptional organization skills
- Excellent interpersonal and collaborative skills
- Strong ability to communicate effectively, both orally and in writing

- Highly detail-oriented
- Diligent, with a strong work ethic
- Reputation for integrity and high ethical standards
- Positive and outgoing, with a sense of humor and real-world perspective
- Patient

This is an entry-level position with an anticipated hourly rate of \$15-18 per hour, commensurate with experience. The Catskill Center is an Equal Opportunity Employer.

Applications will be reviewed as they are received. Position open until filled.

Please send application package, including cover letter, resume, one writing sample of your choice, and three professional references to jobs@catskillcenter.org.

No calls please.