



## **Employment Opportunity** **Membership and Outreach Coordinator**

### **Westport Land Conservation Trust** **Westport, Massachusetts**

#### **About Westport Land Conservation Trust (WLCT):**

Since its founding in 1972, the Westport Land Conservation Trust (WLCT) has assisted landowners in protecting more than 3,988 acres in Westport, Massachusetts. WLCT is a private, non-governmental organization dedicated to local land conservation on behalf of the Westport community. The organization accepts gifts of land and conservation restrictions on land, and assists farm owners in preserving farmland with agricultural preservation restrictions. WLCT seeks a hard-working, people-oriented individual motivated to make a difference with a dynamic and leading land conservation organization.

#### **About the Position:**

WLCT is seeking a motivated and task-oriented individual to help manage many of the day-to-day tasks of the organization and work on long range membership and outreach projects. The Membership and Outreach Coordinator reports to WLCT's Executive Director and works closely with volunteers and constituents to further the mission of WLCT.

#### **Primary Position Responsibilities:**

##### **Office Administration:**

- Support the Executive Director with administrative tasks
- Record and maintain daily financial transactions
- Prepare materials and work with auditor on annual audit/review and tax return
- Respond to general inquiries from the public
- Organize and maintain files for the organization
- Assist Executive Director in organizing meetings, attend meetings and record minutes
- Work with and manage office volunteers
- Work with The Trustees of Reservations (TTOR) to manage shared expenses of the Town Farm offices
- Prepare materials and mailing for the Annual Meeting
- Assist Executive Director in preparing the Annual Report

##### **Membership:**

- Provide administrative support for membership mailings and events
- Provide major donor detail to Executive Director for personal acknowledgement
- Record member transactions and donor details in donor database

##### **Campaign Fundraising/**

- Work with Executive Director to support the Fund Development Committee with graphics, correspondence, donor research and history
- Assist in fundraising efforts
- Prepare gift acknowledgements for the signature of Board members as Campaign plan requires

##### **Event Management:**

- Assist Executive Director with planning for events and lead certain sub-sections of events sponsored by WLCT
- According to skill set, lead guided public walks on conserved land

**Volunteers:**

- Assist in coordinating volunteers and programs
- Actively recruit volunteers for office and stewardship activities

**Conserved Land:**

- Maintain records for landholdings, create property files, maintain Master Property List with number of acres protected, year and type of restriction
- Record results of volunteer monitoring of fee simple properties

**Publicity:**

- Assist Executive Director in development of publicity and calendar information, Annual Report, updating of website and other membership communications
- Draft press releases as needed
- Create graphics as needed

**Qualifications:**

- Commitment to the conservation mission of Westport Land Conservation Trust
- Enthusiasm for working with the public
- Willingness to work as part of a team of professionals
- Ability to work independently and manage multiple tasks
- Familiarity with Westport and the South Coast of Massachusetts is a plus
- Excellent communication skills
- Familiarity with Microsoft Office Suite, database management software, website editing and accounting software, such as QuickBooks, desired, but will train

**Hours, Salary & Benefits:**

The Membership and Outreach Coordinator is a full-time, exempt position with a benefits stipend available. Salary is commensurate with experience.

**How to Apply:**

Interested candidates should submit their resume, cover letter and three references to:

Membership and Outreach Coordinator Search  
Westport Land Conservation Trust  
P.O. Box 3975  
Westport, MA 02790  
Email: [WLCTemployment@westportlandtrust.org](mailto:WLCTemployment@westportlandtrust.org),

The position is considered open until filled with a first round of applications **due by March 16, 2015**. An announcement will be posted on our website [www.westportlandtrust.org](http://www.westportlandtrust.org) when the position has been filled.

*No phone calls or faxes please.*

In addition to being an Equal Opportunity Employer, The Westport Land Conservation Trust aims to create a thriving, inclusive workplace that values each member of our team. We aspire to reflect and effectively serve the community of Westport, Massachusetts which is at the core of our mission.