



Employment Opportunity **Outreach and Stewardship Internship** **Westport Land Conservation Trust** supported by BayCoast Bank

About Westport Land Conservation Trust (WLCT):

Since its founding in 1972, the Westport Land Conservation Trust (WLCT) has assisted landowners in protecting more than 4,800 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 three hard-working, people-oriented individuals motivated to make a difference within a dynamic and leading land conservation organization.

About the Position:

WLCT is seeking three motivated and task-oriented individuals to work closely with WLCT's Outreach and Stewardship Coordinator in managing over 1,000 acres of land currently held by WLCT. As a growing organization, we are also looking to build a robust volunteer program. The successful candidates will track existing volunteers and aid in the recruitment of new volunteers. Additionally, the Outreach and Stewardship Interns will be responsible for coordinating projects related to stewardship and community engagement. The Outreach and Stewardship Interns report to WLCT's Outreach and Stewardship Coordinator and work closely with volunteers and constituents to further the mission of WLCT.

Reports to:

Outreach and Stewardship Coordinator

Primary Position Responsibilities:

Stewardship:

- Act as the WLCT representative while in and around the community of Westport, MA
- Provide weekly maintenance for all destination properties
- Coordinate volunteer(s) for appropriate stewardship projects (e.g. trail clearing, clean-ups)
- Assist the Outreach and Stewardship Coordinator with the installation of new kiosk displays at the Herb Hadfield Conservation Area, Headwaters Conservation Area, and Westport Woods Conservation Park
- Assist the Outreach and Stewardship Coordinator with completing the construction of the Richmond Pond Wildlife Sanctuary boardwalk (cont. from 2020)
- Assist the Outreach and Stewardship Coordinator with stewardship start-up work at the 45-acre Herb Hadfield Expansion on Cornell Road
- Assist the Outreach and Stewardship Coordinator with site work and public access improvements to the Dunham's Brook Conservation Area parking lot

Event Management:

- Assist Outreach and Stewardship Coordinator with developing new events and leading annual summer programs
- Assist with WLCT's first ever artist-in-residence program co-funded by Westport Cultural Council at the Westport Woods Conservation Park
- Management of a public relations table at the Westport Woods Conservation Park on some weekends

Volunteers:

- Using *Landscape: Land Conservation Software* summer interns will recruit volunteers to develop a robust fee-simple property monitoring program that will become a routine annual project (**LEGACY PROJECT**)

- Actively recruit volunteers and assist with generating media content to actively recruit volunteers
- Lead the Tuesday Trail Team group as needed

Publicity:

- Assist the Outreach and Stewardship Coordinator in the development of messaging and event information, as well as social media content and website content
- Assist the Outreach and Stewardship Coordinator in developing a photo library of events and projects

Qualifications:

- Commitment to the conservation mission of Westport Land Conservation Trust
- Enthusiasm for working with the public
- Enthusiasm for working outside
- Willingness to work as part of a team of professionals
- Ability to work independently and manage multiple tasks
- Physically able to perform duties of the position
- Familiarity with Westport and the South Coast of Massachusetts is a plus
- Valid driver's license
- Excellent communication skills
- Experience with volunteer management
- Experience with landscaping equipment
- Familiarity with Microsoft Office Suite, ArcGIS, GPS operation and Adobe Photoshop desired

Hours, Salary & Benefits:

The Outreach and Stewardship Summer Internships are a 25 hours per week for 10-week position. Typically, the workweek for this position will be Monday through Thursday depending upon weather conditions. Some work on weekends will be required for special events. Housing is not provided for these positions.

The successful candidates will have a valid driver's license and be able to provide their own transportation. Qualified, degree-seeking applicants are eligible for credit hours through this internship position under the guidance of an academic instructor or advisor from their academic institution.

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.

How to Apply:

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

Brendan Buckless
Outreach and Stewardship Coordinator
Westport Land Conservation Trust
P.O. Box 3975
Westport, MA 02790
Email: Brendan@westportlandtrust.org,

The positions are considered open until filled with a first round of applications **due by May 31, 2021**. An announcement will be posted on our website www.westportlandtrust.org when the positions have been filled.