



# **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 4,500 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 two hard-working, people-oriented individuals motivated to make a difference within a dynamic and leading land conservation organization.

## **About the Position:**

WLCT is seeking two 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 outreach 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. property monitoring, clean-ups)
- Lead guided walks and events for the general public as needed
- Assist Outreach and Stewardship Coordinator with the WLCT's 2018 MassWildlife Habitat Improvement project to improve shrubland habitat and conduct stream restoration work at Dunham's Brook Conservation Area
- Assist Outreach and Stewardship Coordinator with the maintenance of the Mill Pond Conservation Area Fruit Grove (non-commercial community fruit tree grove)
- Assist the Outreach and Stewardship Coordinator with prepping the 82-acre St. Vincent de Paul property on Adamsville Road for a 2019 public opening.
- Assist at special events such as major fundraisers, concerts, and others as needed

### **Event Management:**

- Assist Outreach and Stewardship Coordinator with coordinating for events and leading certain events
- Coordinate and lead guided public walks on conserved land according to skillset

### **Volunteers:**

- Actively recruit volunteers and track service hours
- Assist in coordinating volunteers and programs
- Lead the Tuesday Trail Team groups as needed

**Publicity:**

- Assist Outreach and Stewardship Coordinator in development of messaging and event information, social media and updating of website
- Assist 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
- 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 Stewardship Special Projects Internships are a 37.5 hours per week for 10-week position. Typically, the workweek for this position will be Monday through Friday. 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](mailto:Brendan@westportlandtrust.org),

The positions are considered open until filled with a first round of applications **due by May 31, 2018**. An announcement will be posted on our website [www.westportlandtrust.org](http://www.westportlandtrust.org) when the positions have been filled.