



Lands Coordinator

Squam Lakes Conservation Society

About the Opportunity

The Squam Lakes Conservation Society (SLCS) is entering an exciting new chapter in more than 65 years of land conservation at Squam.

With more than 10,000 acres already conserved, SLCS is building on a remarkable legacy while looking boldly toward what comes next: protecting the lands that matter most, expanding how we care for conserved properties, and creating more opportunities for people to take part in stewardship of this extraordinary place.

We are seeking a **Lands Coordinator** to help turn that vision into work on the ground.

This is a hands-on position for someone who wants to experience the full arc of land trust work—from researching potential conservation projects and creating maps and baseline documentation to coordinating the stewardship of lands that SLCS has committed to protect forever.

Working closely with and reporting to the Land Protection Director, the Lands Coordinator will coordinate SLCS's robust volunteer monitoring program, support active stewardship of SLCS-owned properties, and provide important technical and project support for new land conservation efforts.

For someone building a career in conservation, this position offers an opportunity to develop experience across land protection, stewardship, GIS, volunteer coordination, landowner relationships, and land management while helping shape the next generation of conservation at Squam.

Responsibilities

Stewardship & Monitoring

- Coordinate SLCS's annual monitoring program for more than 190 conserved properties, including monitor assignments, scheduling, documentation, report tracking, and follow-up
- Train, support, and maintain strong relationships with SLCS's dedicated group of approximately 100 volunteer land monitors
- Review and track monitoring reports, identify items requiring follow-up, and work with the Land Protection Director on stewardship questions or concerns
- Provide hands-on support for stewardship of SLCS-owned properties, including property inspections, trails, signage, boundaries, public access, invasive species management, habitat work, and other priorities identified in organizational work plans
- Maintain positive working relationships and routine communication with conservation landowners, including monitoring coordination, property updates, ownership changes, and stewardship follow-up

- Help ensure that stewardship records are complete, accurate, organized, and permanently maintained

Land Protection

- Support new conservation projects through site visits, deed and title research, GIS mapping, property research, and evaluation of conservation values
- Prepare maps, baseline documentation reports, management plans, and other land protection and stewardship materials
- Assist with project documentation, organization, tracking, and due diligence
- Support conservation easement drafting and review
- Help ensure that information developed during a conservation project transitions seamlessly into SLCS's long-term stewardship records
- Provide additional technical and project support to the Land Protection Director as SLCS advances priority conservation projects throughout the Squam Lakes region

Volunteers & Collaboration

- Work closely with the Community Engagement Director to connect volunteers with meaningful lands and stewardship opportunities
- Provide technical training, guidance, and support for volunteers participating in monitoring and other lands-related projects
- Collaborate with the Community Engagement Director on volunteer monitor recruitment, training, and appreciation, with the Lands Coordinator providing the technical expertise and program knowledge
- Work collaboratively with colleagues, volunteers, interns, AmeriCorps members, contractors, and community partners when lands projects bring their work together

Lands Information & Organizational Support

- Maintain accurate lands information in LOCATE, GIS, digital records, and permanent property files
- Support adherence to Land Trust Alliance Standards and Practices and SLCS accreditation recordkeeping requirements
- Prepare information and materials for Lands and Stewardship committee meetings as needed
- Contribute field stories, photographs, project information, and other content that helps SLCS communicate the impact of its conservation work
- Collaborate across SLCS's small team and contribute to a positive, ambitious, and mission-driven organizational culture

Qualifications & Skills

We are looking for someone who is curious, organized, dependable, and excited to learn. A successful candidate may bring experience from land conservation, natural resources, stewardship, GIS, environmental education, outdoor recreation, volunteer coordination, or a related field.

Strong candidates will demonstrate:

- A degree in conservation, natural resources, environmental science, geography, or a related field, or an equivalent combination of relevant education, training, and professional experience.
- Enthusiasm for land conservation, stewardship, and SLCS's mission

- Excellent organizational skills, attention to detail, and the ability to track multiple projects, deadlines, and records reliably
- Strong written and verbal communication skills
- An ability to build positive working relationships with landowners, volunteers, colleagues, and community partners
- Ability to work independently, exercise good judgment, and recognize when questions or concerns should be elevated
- Comfort balancing detailed office-based work with substantial time in the field
- Ability to conduct fieldwork that may include navigating off trail, traveling over uneven terrain, and carrying field equipment for extended distances
- Familiarity with, or willingness to learn ArcGIS Pro, GIS field applications, and other land conservation technology
- Interest in learning the technical aspects of land trust work, including conservation easements, baseline documentation, deed and title research, stewardship records, and land management
- A valid driver's license and ability to travel throughout the Squam Lakes region
- Ability to work occasional evenings and weekends, particularly for volunteer trainings, meetings, or events

We know that great candidates do not always meet every qualification listed in a job description. If you are excited about this work, bring strong foundational skills, and are eager to learn, we encourage you to apply.

Compensation & Benefits

The salary range for this position is \$52,000–\$60,000. The anticipated starting salary is \$52,000–\$55,000, depending on qualifications and experience, with opportunity for growth within the range as the employee develops in the role.

SLCS offers a competitive benefits package including paid vacation, health insurance, paid holidays, retirement benefits, and additional benefits designed to support work-life balance and long-term employment.

Any offer of employment will be contingent upon satisfactory completion of reference checks, a background check, and driving record verification, as appropriate for the position and in accordance with applicable law.

How to Apply

Please send your resume and cover letter to Emily Landry at Emily@foreversquam.org. We anticipate interviews to begin in late October 2026.