



Berkshire Natural Resources Council

Job Posting: Conservation Associate August 2023

Berkshire Natural Resources Council (BNRC) is a nonprofit conservation organization in western Massachusetts that cares for ancestral homelands of the Stockbridge-Munsee Band of Mohicans, who were forcibly displaced from the region by European colonization. As a land trust, BNRC conserves land, protects wildlife and habitat, preserves local farms, and provides free access to the Berkshire outdoors for everyone, at over 55 nature reserves across the region. Since 1967, BNRC has helped conserve more than 100,000 acres of forest, fields, wetlands, and farmlands, and now holds over 23,000 acres of land and conservation restrictions and manages over 60 miles of trails.

Berkshire Natural Resources Council (El Consejo de Recursos Naturales de Berkshire) es una organización sin ánimo de lucro que conserva el terreno, protege la vida silvestre y el hábitat, preserva las granjas locales y contribuye a mantener los exteriores de Berkshire libres y accesibles para todos. El BNRC está contratando personal. Aunque el trabajo que se describe a continuación se inicia completamente o casi completamente en inglés, el BNRC agradece el interés de los candidatos bilingües que puedan ayudar a la organización a ser más inclusiva en su trabajo.

Description.

BNRC is seeking a full-time **Conservation Associate** to join its Conservation team. This position will further the land protection work of BNRC's Land Conservation Program and support the achievement of the goals described in the Strategic Conservation Plan. By assisting with land acquisition, they will help BNRC expand existing reserves and The High Road trail route and strengthen the conservation program as we pursue landscape-scale conservation, farmland protection, climate resiliency, and the needs of communities in Berkshire County. The Conservation Associate works within the Conservation Department and reports to the Assistant Director of Land Conservation. They are primarily focused on assisting with the acquisition of properties, conservation restrictions, and easements. The Conservation Associate works collaboratively with other programs, as needed.

Specific responsibilities include:

- Support the work of the Land Conservation Program.
- Support the work that relates to building a Farmland Protection and Access Program.
- Meet with landowners, assess the conservation values of potential projects, and make recommendations to senior staff.

- Support the conservation staff in providing necessary information and resources to the BNRC Development Department to finance conservation projects.
- Draft Requests for Proposals (RFPs) for professional contractors, maps and communication materials as needed by the conservation staff.
- Respond to conservation inquiries and screen incoming requests from landowners for the conservation staff.
- Support the work of the conservation team in acquisition projects with landowners, prospective land donors, and partners by working with contractors on surveys, appraisals, and title reports.
- With oversight and training from conservation staff, draft conservation restrictions and trail easements.
- Prepare maps and project materials for grant applications.
- Support engagement efforts with municipal, public, and other conservation agencies and organizations and regional partners.
- Be an ambassador for BNRC with landowners, visitors, and stakeholders.
- Fulfill other assignments as needed, and at the direction of the Director and Assistant Director of Land Conservation, and the President.

Qualifications. The successful candidate may not have all these qualifications so if you have some, and/or demonstrably related experience, please go ahead and apply.

- Demonstrated ability to manage multiple, varied projects and efforts at one time.
- Some knowledge of real estate transactions, preferably as related to land trust work.
- Empathetic and observant listener.
- Skilled at working collaboratively.
- Strong verbal and written communication abilities.
- Ability to meet deadlines.
- Familiarity with web-based mapping software.
- Ability (or interest in learning) to read and interpret property deeds, maps, site plans and/or surveys.
- Microsoft Office proficiency.
- Familiarity with the Berkshire landscape and communities preferred.
- Two years of relevant professional experience preferred.

Work Environment.

BNRC staff value open, candid, and respectful communication and favor teamwork. The ideal candidate will be a motivated individual with a passion for the mission of Berkshire Natural Resources Council. They will be familiar with the goals of land trust work.

Compensation: \$40,000 to \$50,000 per year depending on experience.

Benefits Include:

- Medical and dental coverage
- 19 days PTO (vacation/ personal) plus accrued sick time
- 13 paid holidays per year
- Flexible hours and hybrid remote/office work in consultation with supervisor
- 401(k) and employer contribution
- Travel reimbursement
- A great team of coworkers in a welcoming office setting in Lenox, Massachusetts

Start date: Flexible start in October 2023; resumes will be reviewed on a rolling basis until the position is filled.

To apply: Email your resume and cover letter to jobs@bnrc.org with **“Conservation Associate”** in the subject line.

Please note: *This position requires up-to-date Covid vaccination.*

BNRC is an equal opportunity employer.

BNRC does not discriminate on the basis of race, creed, color, ancestry, religion, national origin, sex, sexual orientation, gender identification and expression, age, physical or mental disability, marital status, genetic information, veteran status, being a member of the Reserves or National Guard, status as disabled or Vietnam Era veteran or status in any group protected against discrimination by federal, state, or local law.

We welcome applications from BIPOC, LGBTQ+, women, and veterans. BNRC is actively engaged in ensuring its properties are welcoming to all, and in increasing diversity, equity, and inclusion in all aspects of its work.

Though the job described above will begin entirely or almost entirely in English, BNRC welcomes interest from bilingual candidates who can support the organization in being more inclusive in its work.