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Job Title: Farmland Protection Assistant

Job Type: Part-time position

Application deadline: April 1, 2019

Genesee Land Trust is seeking a **Farmland Protection Assistant** to join its team.

Genesee Land Trust is an equal opportunity employer and committed to a collaborative and inclusive working environment. This position will help farmers protect their land and support the continued presence of agriculture in our region. The Farmland Protection Assistant is a new part-time position and will be responsible for the administration and coordination of grant funded agricultural conservation easement acquisition projects.

Genesee Land Trust is dedicated to protecting and caring for natural and working lands of the greater Rochester area to improve quality of life – creating connections to nature, preserving wildlife habitat, and conserving family farms. Genesee Land Trust has 15 Nature Preserves and 26 conservation easements, and has protected over 5,500 acres in the region.

We are a regional, nonprofit conservation organization serving Monroe County, Wayne County, plus portions of Ontario, Genesee Livingston, and Orleans Counties; an area that includes the City of Rochester, adjacent suburban towns, and rural communities along Lake Ontario.

The Farmland Protection Assistant will report to the Director of Conservation Programs. Primary duties include coordinating with consultants, title companies and other to conduct due diligence, ensuring compliance with project deadlines, reviewing land transaction documents, and filing and recording documents in compliance with internal recordkeeping policies and Land Trust Accreditation standards.

Essential responsibilities:

- Manage the administrative aspects of several grant funded farmland protection projects (90%)
 - With guidance from the Director of Conservation Programs, coordinate easement project due diligence tasks including title review, environmental assessments, appraisals, and surveys
 - Review, annotate, and edit transaction documents, such as purchase and sale agreements, conservation easements, baseline documentation reports, title reports
 - Draft documents related to land transactions including landowner correspondence, requests for proposals, etc.
 - Monitor compliance with project budgets and timelines

- Build and maintain lasting, positive relationships with landowners, attorneys, and consultants
- Maintain digital and physical files in accordance with recordkeeping policies and accreditation standards
- Provide overall organizational support (10%)
 - Assist occasional evening or weekend events to support other Genesee Land Trust programs and staff

Qualifications:

- Self-starter, able to work independently as well as collaboratively with different groups to accomplish required tasks and achieve objectives.
- Demonstrated ability to organize and manage multiple projects, meet deadlines, and track and follow-up on tasks assigned to others
- Strong attention to detail
- Strong verbal and written communication skills, with the ability to learn and explain complex processes and concepts
- Positive and engaging problem solver
- Ability to communicate effectively via telephone, email, and letters
- Proficiency with Microsoft Office in a Windows environment
- Familiarity with agricultural production or related fields a plus
- Experience in real estate transactions a plus

Compensation: This part-time position is \$20-25 per hour. The ideal candidate will work on average 20 hours per week. Specific hours are flexible, based upon a mutually agreed schedule. While currently part-time, there may be potential for the position to grow into a permanent, full-time position.

Location: Genesee Land Trust's office is located in Rochester, NY.

Please send letter of interest and resume to:

Lorna Wright, Director of Conservation Programs, at lwright@geneseeandtrust.org; note "Farmland Protection Assistant Application" in the subject line. Application deadline is April 1, 2019.