



Stewardship Administration Internship 2023

Are you interested in the inner workings of a land trust? Do you have good computer skills and exceptional attention to detail?

The Monadnock Conservancy is seeking qualified candidates for an internship that will provide practical experience in the administrative side of land stewardship work.

Focus: Assisting the Conservancy's conservation easement stewardship program with administrative tasks and data entry

Internship Length: Flexible schedule with minimum 15 hours/week, up to 250 hours, end date of June 1st

Pay: \$10/hour

Application Deadline: Open until filled, interviews will begin in February

Scope of Work:

- Reorganizing electronic file folders and renaming files to match new standard
- Entering and reviewing data in a Salesforce-based stewardship database
- Other tasks as assigned, with possible opportunities to interface with other staff

Background: The Monadnock Conservancy has permanently conserved more than 250 properties, for a total of 23,000 acres of land across the Monadnock region. Maintaining clear and accurate records allows our stewardship team to ensure compliance with land use restrictions and support owners of conserved land and the broader community.

The successful candidate will be computer literate and have experience with Windows operating systems, Microsoft Office, and Adobe Acrobat. Experience with Salesforce is a plus. They will have a strong interest in conservation, natural resource protection, conservation law, and/or databases, and will demonstrate strong writing skills, a proven ability to plan and work independently or collaboratively, strong interpersonal skills, and exceptional attention to detail. Reliable transportation, an ability to work during the week, and remote work capabilities are required. Workspace will be provided, and some in-office work will be required, but much of the work can be done remotely.

To Apply: Contact Richard Pendleton, stewardship coordinator, and include a cover letter and resume.

Contact	Richard Pendleton stewardship coordinator 603-357-0600, ext. 110 Richard@MonadnockConservancy.org www.MonadnockConservancy.org
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