

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

33195 State Highway 10, Walton, New York 13856

phone: 607-865-7790

fax: 607-865-4932

nycwatershed.org



Watershed Agricultural Council (WAC) Easement Program Acquisition Coordinator Executive Exempt Position

The Easement Program Acquisition Coordinator manages the acquisition of agricultural and forestry conservation easements in the New York City Watershed. Work shall be performed independently and with the supervision and oversight of the Easement Program Director.

Education and Experience Requirements:

- Bachelor's degree, or higher, in Natural Resource Management, Environmental Policy, or related discipline.
- 3+ years of professional experience with conservation easements, preferably with the planning and acquisition of purchased conservation easements.
- Demonstrated experience in personnel management.
- Knowledge and experience with database management.
- Strong end user GIS experience.
- Knowledge of regional agriculture and forestry.
- Knowledge of federal, state and local land use laws and watershed regulations.
- Strong project management, communication, and record keeping skills.
- Outgoing, professional and diplomatic personality with the ability to develop relationships with people from diverse backgrounds and world views.
- Familiarity with nonprofit structure; willingness to coordinate with WAC's Conservation Easement Program Committee.
- Ability to work independently with little supervision.
- Possess strong computer skills, including Microsoft Office Suite and Adobe Acrobat Pro.
- Must have a valid NYS driver's license.
- Must be able to lift a minimum of 40 pounds.

Duties and Responsibilities:

- Coordinate overall management of the WAC Conservation Easement Program's acquisition component. Coordinate all phases of the acquisition process, including but not limited to eligibility and selection, planning, appraisals, offers, contracts and closings.
- Oversee and coordinate workflow and timely completion of all acquisition projects.
- Manage and supervise staff; coordinate with contractors.
- Coordinate with Stewardship, Agricultural and Forestry Program staff in development of conservation easement projects.
- Ensure all phases of WAC's acquisition process adhere to WAC's contract with DEP and the 1997 NYC Watershed Memorandum of Agreement.
- Coordinate outreach and solicitation of prospective Conservation Easement Program applicants.
- Maintain the Acquisition Database.
- Coordinate with appropriate federal, state and local agencies for technical support and assistance when required for project planning and development.
- Assist the Program Director in the development of Program Policies, Guidelines and SOPs.
- Conduct Outreach and education as assigned by Program Director.
- Other related duties or projects as assigned by Easement Program Director.

TDD 1-800-662-1220

Watershed protection through partnership.