

**Nova Scotia Nature Trust**  
**Technical Assistant (Conservation)**  
**Position Description**

**About the Nova Scotia Nature Trust**

The Nova Scotia Nature Trust is a land conservation charity dedicated to protecting Nova Scotia's most important natural areas, through private land conservation. Our mission is positive and action-oriented: protection and stewardship of our most special natural places, and educating and engaging Nova Scotians in nature conservation. With 25 years of experience in land conservation, we have a proven track record in protecting Nova Scotia's natural legacy, with over 14,000 acres of outstanding conservation lands protected across almost 120 conservation sites throughout the province.

The Nature Trust works with private landowners and other partners to protect significant natural areas throughout the province. We have an active program of management and stewardship for our protected areas network and protect these lands primarily through acquisition (donation, purchase, bequest) and conservation easements. The Nature Trust is operated by a skilled professional staff under the guidance of a volunteer Board of Directors. Our work would not be possible without the dedicated support of donors, volunteers, province-wide membership and cooperation from local landowners, land stewards and conservation partners. The Nature Trust is recognized throughout Nova Scotia as the province's pre-eminent conservation organization for privately owned lands.

**About the Position**

Reporting to the Land Stewardship Manager, the Technical Assistant provides administrative support for the preparation of the key documents that set out how the Nature Trust will provide the right care for our portfolio of properties. This support will enable the Trust to meet the challenge of improving its stewardship work whilst also making the most of the opportunity to secure new properties through the Nature Fund program. This position will work closely with other Nature Trust staff and volunteers.

By the end of March 2020, the Stewardship team will have completed an ambitious set of baseline reports and stewardship plans for a series of new acquisitions, and complete the same for those existing properties which do not have them. These reports are key to the effective stewardship of our lands - baseline report documents bring together all our knowledge of a property at the time of acquisition, whilst the stewardship plans set out how we will conserve those features we need to protect. This temporary position will collate the diverse range of environmental data/information, prepare maps, and edit the draft documents. The postholder will also prepare information for the Stewardship Manager to then analyze and assess a property's ecological and stewardship issues. The Technical Assistant is a part of a small, dedicated team that delivers programs for the ongoing stewardship and management of the Nature Trust's conservation land network, and will occasionally provide technical administrative support to other areas of the Nature's Trust's conservation and outreach work.

The role will mostly be working with the Stewardship Manager and Stewardship Assistant and volunteers in the preparation of these reports, but will also work with the Conservation Biologist, Project Coordinators, Volunteer Coordinator and Office Coordinator on a regular basis.

**About You**

As the ideal candidate you are highly organized and methodical in how you work. You have a great eye for detail but also for getting tasks completed. You are really competent at the computer and confident in using GIS to prepare and present map information. You love working for a small charity with a great mission to protect Nova Scotia's natural legacy through land conservation. You have a strong team ethos, and are willing to help - and

draw upon – colleagues and volunteers as needed to achieve the Nature Trust’s goals.

## **Duties and Responsibilities**

Under the direction of the Land Stewardship Manager, the Technical Assistant provides technical administrative support in the preparation of the Nature Trust’s stewardship planning documentations including the following specific duties and responsibilities:

### *A. Baseline Survey Support (approximately 60% of time)*

- Import core property data into templates to develop suite of baseline property reports
- Using a provided template, prepare a range of annotated thematic maps for each property and inserting them into each property baseline document
- Collate historic aerial photographs from Provincial sources, arrange for georeferencing and then include copies within baseline reports
- Review public databases to report any rights and claims on land in property baseline reports and ensure conservation easement details are correctly represented
- Collate soil, geological and climate data for properties using public datasets and include in property baseline reports
- Collate photographs and GPS logs from summer field visits and incorporate in baseline reports
- Collate ecological field notes from summer field visits and present to Stewardship staff for further analysis
- Collate records on structures and public liability matters for property baseline reports
- Collate notes from conservation features and threats workshops and incorporate in baseline reports
- Undertake editing and proof reading of draft documents
- Track progress in report production

### *B. Stewardship Plan Support (25%)*

- Develop suite of stewardship plan documents importing core property data and sections imported from baseline surveys.
- Collate notes from goal setting workshops and incorporate into stewardship plans
- Undertake editing and proof reading of draft documents
- Track progress in report production

### *C. Additional (15%)*

- Collate property monitoring reports and prepare list of actions required
- Ensure property stewardship records are well maintained and accessible
- Assist in the planning for 2020 stewardship field program
- Provide information for Nature Trust volunteers as required
- Provide occasional support for the Nature Trust’s outreach, communications, and public relations efforts.
- Provide other administrative support as required from time to time in the Nature Trust’s office

## ***Requirements***

### *Education:*

- Essential: One year post-secondary program.
- Desirable: Certificate, diploma or degree in a business administration or conservation / science field of study.

*Experience:*

- Essential: A minimum of one years related experience. Equivalencies may be considered.
- Desirable: Prior experience working with data collected from environmental field work and documenting and presenting findings.
- Desirable: Experience working with volunteers

*Skills:*

- Essential: Organized and methodical approach to working – manages time effectively and work to deadlines.
- Essential: Ability to work independently, seek assistance and input as required, and to work in interdisciplinary teams.
- Essential: An eye for detail.
- Essential: Well-developed written communication skills, including report writing and editing skills; an ability to organize and present information clearly and ability to compile and clearly present information.
- Essential: Ability to process and organize a wide range of environmental data including numeric and geographic.
- Essential: Strong computer skills, including proficiency with MS Office programs particularly Word and Excel and use of internet, email, social media and databases.
- Essential: Geographic data skills: Using a template, able to produce GIS maps (ideally using ESRI ArcGIS 10 software) and organize field GPS and other spatial data.
- Desirable: able to develop ArcGIS templates to meet requirements.
- Essential: Communicates effectively with colleagues, volunteers and externally on the telephone.

*Knowledge*

- Desirable: Knowledge of Nova Scotia's natural landscapes, habitats, natural communities and species.
- Desirable: An understanding of land trusts, private land conservation, and land trust standards and practises related to land securement and stewardship.
- Desirable: Familiarity with property transactions – ownership & title, claims, registration and Properties Online.

*Personal Attributes*

- Essential: Confident and friendly personality.
- Desirable: Passion and dedication for environmental conservation.

***Terms of Employment***

- This position is offered as a full-time contract (37.5 hours a week) until 31<sup>st</sup> March 2020.
- Start date is as early as possible
- The position is based in Dartmouth, Nova Scotia but might – rarely – require working alongside colleagues at events elsewhere in the province.
- The Nova Scotia Nature Trust offers a competitive compensation package.
- The pay for this position will be \$17.75 per hour.

**How to Apply**

The closing date for applications is Thursday, November 14<sup>th</sup>.

Please send a cover letter, resume and the name and contact details for 3 references to:

Christina Nunn, Office Coordinator  
Nova Scotia Nature Trust  
PO Box 284 Station Main, Dartmouth, NS B2Y 3Y3  
Email: [employment@nsnt.ca](mailto:employment@nsnt.ca)

Due to the anticipated volume of applications, we will only be contacting shortlisted candidates. We do greatly appreciate your interest in the work of the Nature Trust