



KAWARTHA LAND TRUST

Protecting the land you love.

Job Ad – Land Research Coordinator

Position: Land Research Coordinator

Reports to: Director of People & Operations

Job Type: Contract 1.0 FTE

Compensation: \$47,000 to \$57,500 depending on experience

Term: 1 year

Did you enter the conservation sector to create healthier, more sustainable landscapes? Do you want to contribute to a future where the needs of people and nature are in better balance? Do you believe in the power of data and information to make better decisions? Do you love sharing ecological information in a clear, concise and comprehensible way? Kawartha Land Trust is looking for a detail oriented, map-loving data practitioner to help grow our landowner outreach, land securement, and land care efforts.

Overview

Kawartha Land Trust (KLT) is a dynamic land conservation charity with an impressive track record of growth. Our mission is to care for the lands entrusted to us and help others protect the land they love in the Kawarthas. We create nature reserves for future generations by acquiring ecologically important properties and/or interests in properties. We also enhance our stewardship of the land by engaging landowners in land care initiatives through our Partners in Conservation program.

Founded in 2001, KLT protects 43 properties that include more than 7,350 acres of ecologically diverse lands, some of which include hiking trails that introduce thousands of people to nature in the Kawarthas every year. We have achieved our successes through the work of our dedicated and growing team of donors, volunteers and supporters. Together, we can ensure more natural spaces in the Kawarthas are preserved forever.

KLT works within the Treaty 20 Michi Saagiig Territory and we are dedicated to continuing to create meaningful connections and relationships with First Nations communities in our region as we build upon these connections.

For more information on the Kawartha Land Trust and to consider further if you may be a fit for this opportunity, see KLT's website, online/media or social media presence.

Core Responsibilities

Reporting to the Director of People & Operations and working closely with other staff, the Land Research Coordinator will manage land-related information from various sources and process that information into various formats.

Geospatial database management

- Manage KLT's ArcGIS database ensuring all information is up to date and accessible to various users as needed

Data analysis & research

- Using existing KLT research and open-access datasets, identify significant ecological features, linkages and corridors
- Identify key conservation and securement opportunities on priority parcels of land based on spatial analysis and implementation of our land securement goals
- Identify opportunities for restoration and other stewardship projects on lands aligned with KLT

Data collection

- Coordinate a large volunteer team to conduct baseline ecological inventories on lands across the region
- Coordinate the collection of information received from seasonal staff and volunteers and incorporate it into databases and reports as required

Data outputs

- Communicate results of analysis and research through written reports, grant applications, private landowner stewardship guides, database entries and other means
- Support the preparation of required documents for the Ecological Gifts Program, various funding opportunities and other programs
- Prepare and update maps in support of land conservation options for landowners, fundraising, and other communications

Other duties as assigned

Required Skills, Experience and Aptitude

Technical skills related knowledge

- Need an excellent working knowledge of ESRI suite of tools including the ArcGIS Pro interface
- Demonstrated project experience using GIS to maintain and update databases, conduct analyses and collect field data

- Experience interpreting and analyzing remotely sensed imagery, with knowledge of basic image processing tools and techniques
- Strong understanding of cartographic design principles with experience in data visualization and the creation of map products
- Good working knowledge of the environment and/or conservation sector. with knowledge of the ecosystems of the Kawartha region
- Strong computer skills with experience in Google Workspace, Windows, Microsoft Office

Power Skills

- Ability to problem solve, adapt and learn new skills quickly.
- Highly organized, with the ability to manage large amounts of data, files and version control
- Strong attention to detail
- Demonstrated project management and implementation skills
- Self-motivated with the ability to work independently to strict deadlines and under pressure
- Excellent interpersonal skills
- Exceptional written and verbal communication skills with a demonstrated ability to communicate technical information in an accessible format
- Demonstrated skills in coordinating volunteers, including facilitating training, supporting, deploying, and communicating to maintain engagement

Requirements of the job

- Ability to primarily work in an office environment
- Valid G2 license and access to a personal vehicle (mileage will be compensated)
- Must be prepared to work some evenings and weekends in a mix of office and field environments and prepared to work alone in the field on infrequent occasions.

Additional Assets

- A degree, diploma or other training in one or more disciplines related to the role
- Experience working in a Salesforce NPSP or similar database environment
- Proficiency with Microsoft Publisher and desktop publishing
- Knowledge of planning, zoning, and provincial policy regulations as they relate to land ownership and natural heritage conservation
- Experience working in a complex, multi-level environment or organization
- Experience with GPS and other field data collection tools, including ESRI

- Field Maps and drones
- Understanding of land securement tools used by land trusts and the importance of land protection

Application Process

- Your application should include **a resume and a cover letter as one document** specifically addressing how your skills and qualifications relate to the job's primary responsibilities. The cover letter should be no more than one page long.
- Send the application as a PDF or Word document with the following file name format: Last Name_ First Name_ Land Research Coordinator).
- Email your cover letter and resume in one document to Kawartha Land Trust at info@kawarthalandtrust.org, with the subject line "Land Research Coordinator"
- **Deadline for submissions: March 9, 2025.** (May be extended as needed until the position is filled).

Kawartha Land Trust (KLT) values diversity and inclusion and encourages applications from all qualified applicants. Accommodations for applicants with disabilities are available upon request for all aspects of the recruitment process.

KLT welcomes your interest in this opportunity to make an impact on one of Canada's most outstanding landscapes and engage with a committed community of supporters. For more information on the Kawartha Land Trust and to consider further if you may be a fit for this opportunity, see KLT's website, online/media or social media presence. www.kawarthalandtrust.org

Thank you for your interest in Kawartha Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Kawartha Land Trust team, only candidates selected for an interview will be contacted.