



New York Agricultural Land Trust
P.O. Box 216
Elbridge, NY 13060
www.NYALT.org

Post Date: 5/12/17
Land Trust Aide - Paid Internship
Part-Time Temporary – 2-3 months

As a Land Trust Aide you'll gain new skills and experience in private land conservation programs and non-profit organization management.

GENERAL DESCRIPTION OF POSITION

The intern will work with staff and board members to assist in organizing and implementing a grant to broaden the New York Agricultural Land Trust's (NYALT's) community support through outreach and marketing activities. Duties will include a variety of administrative, outreach, creative writing, database management and other related activities involved in the management of the land trust and fulfilling our land protection obligations. The intern will become familiar with local agriculture and land protection programs, and gain experience in non-profit outreach, fundraising and marketing techniques, as well as learn about the general workings of a land trust. NYALT will work with the intern and a school to ensure that academic requirements are met, if needed or desired. Internship duration: approximately June 1, 2017 through August 2017.

DUTIES INCLUDE, BUT NOT LIMITED TO, ASSISTING WITH THE FOLLOWING

- :Compiles business profiles of potential new agribusiness sponsors
- :Coordinates membership database information
- :Assists with preparing/editing newsletter articles
- :Assists with preparing/editing social media posts and videos

MINIMUM QUALIFICATIONS: Graduation from high school and college level coursework in a related field.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES

Good working knowledge of MS Office required; Ability to navigate the Internet for research purposes; Knowledge of agricultural operations and practices; Ability to compile data and prepare written documents; Experience with website and social media management; Organizational skills, and attention to detail; Ability to organize time, manage diverse activities and meet deadlines; Ability to communicate well orally and in writing; Ability to work with limited supervisory oversight; Positive and courteous attitude and willingness for professional growth with a small non-profit organization.

SPECIAL REQUIREMENT: Possession of a NYS Driver's License.

SALARY - BENEFITS

Hourly wage of \$8 - \$15 per hour commensurate with skills and experience, other may apply. This employment opportunity with the New York Agricultural Land Trust offers valuable work experience to individuals interested in a career in conservation or non-profit sector. This position also offers flexible work hours and terms.

TO APPLY send resume and cover letter to:
(resumes accepted until position is filled)

Amy Olney
Farmland Conservation Program Coordinator
aolney.nyalt@gmail.com

Call for information: 518-860-6115

New York Agricultural Land Trust is an equal opportunity employer. Candidates will be considered without discrimination because of race, color, religion, national origin, sex, political affiliation, person sponsorship, disability, age, marital status, or other nonmerit factors.