



**EMPLOYER:** Hydrometrics, Inc.

**CONTRACT MANAGER:** Prickly Pear Land Trust (PPLT)

**POSITION TITLE:** REPI Coordinator

**REPORTS TO:** Hydrometrics is the employer, providing the salary and benefits. The position will be embedded at PPLT and report to the Associate Director. Hydrometrics will perform bi-annual reviews with the Associate Director and the REPI Coordinator, and all three will meet annually to approve or terminate the annual contract.

**SUPERVISES:** No existing role

**COMMITTEE PARTICIPATION:** PPLT Conservation & Recreation Committee

**STATUS:** Salary exempt

**SALARY:** \$50,000-\$55,000

**CLOSING DATE:** Open until filled

## **ABOUT PRICKLY PEAR LAND TRUST**

Prickly Pear Land Trust (PPLT) is a nationally accredited, robust regional land trust in Montana whose mission is to connect people to the land. Headquartered in Helena, Montana, and serving a four-county region, PPLT operates three main programs: Trails, Lands, and Community Conservation.

PPLT is a group of dedicated, passionate, ethical, and solutions-focused individuals. Human connections and relationships are at the core of their work and success. PPLT staff and leadership have built a Happy Trails culture that embodies: health, inclusivity, sustainability, connection, and fun!

PPLT is an equal-opportunity employer and encourages People of Color, people with disabilities, and LGBTQ+ individuals to apply. Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. PPLT is committed to building a diverse and inclusive company and we are most interested in finding the best candidate for the job. PPLT would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

For over 30 years, PPLT has had a deep history of partnerships with public and private landowners – projects over the years have built out a nationally renowned public land estate in Helena's South Hills, with one of the best trail systems in the region. Encompassing over 90 miles of trails, on a run, hike, or ride in the South Hills, you cross lands owned by the Forest Service, City of Helena, Bureau of Land Management, PPLT, and private citizens, but never leave a PPLT-influenced trail.

Through conservation easements and purchases, PPLT's private lands program partners with working ranch families to protect open space and habitat from subdivision and development. We make conservation a viable financial option.

In our Community Conservation program, PPLT expands access to nature close to home, helping to get folks outside regardless of age or ability. Delivering opportunities like those at Tenmile Creek Park, The

Grove, and Prickly Pear Park - creek access, trails, and educational programming - to underserved segments of the community is key to expanding the “conservation tent”.

The next 25 years will be a time of immense growth as the organization exponentially expands these three focus areas. With pillars such as innovation, adaptability, equity, inclusivity, and community first, PPLT will continue to transform its service area to meet the needs of an evolving region.

### **About Hydrometrics**

Hydrometrics is an employee-owned small business that provides professional scientific and engineering services for industrial, commercial, municipal and private sector clients across the United States, with a vested interest in maintaining our solid reputation for cost-effective, quality work. Headquartered in Helena Montana since 1979, Hydrometrics has provided a wide variety of professional environmental consulting services over the last 40 years, with a large focus on contaminated site characterization and remediation, hydrogeology, Brownfields redevelopment, and mining related permitting, infrastructure, and remediation.

Hydrometrics is dedicated to building durable partnerships not only with clients, but also regulators, other project stakeholders, and the public to develop responsible and long-term environmental solutions. Our employee-owned business consists of dedicated and talented employees applying their interdisciplinary skills to a wide variety of environmental, water resources, permitting, and remediation and redevelopment projects. Hydrometrics is excited to partner with PPLT to support their mission and better the communities where we work, live, play, and thrive. For more information on Hydrometrics, please see our website at <https://www.hydrometrics.com>.

### **POSITION DESCRIPTION**

Prickly Pear Land Trust recently received a 3-year challenge grant from the Department of Defense’s Readiness and Environmental Protection Integration (REPI) program to increase capacity to complete more conservation and restoration projects within a buffer around the Fort Harrison-Limestone Hills training areas.

To implement the 3-year project, PPLT has partnered with Hydrometrics to create the REPI Coordinator role, a hybrid position designed to help PPLT achieve two goals: 1) assist the PPLT lands team acquire conservation easement and fee-title property interests in the Fort Harrison and Limestone Hills Buffers; and 2) provide administrative, grant management and public relations support to PPLT’s land management program to implement the large scale grassland and riparian restoration efforts on roughly 2100 acres of land along Helena’s Sevenmile and Tenmile Creeks and expand the program to new lands in the buffer. This position does not have guaranteed funding beyond 3 years and is subject to a 12-month probationary period.

For half of their work, the Coordinator will assist the Lands Director and Lands Project Manager in implementing a comprehensive land protection program, focusing on the REPI-eligible natural areas and habitat within the 3-mile buffers around the Fort Harrison and Limestone Hills facilities. PPLT’s conservation program is focused on rare and endangered wildlife and plants, as well as water resources, agriculture, and lands suitable for public open space and recreational activities.

The Coordinator will use the full range of protection tools, including gift and purchase of fee and easement lands, and cooperative projects with federal, state, and local government, conservation organizations, and other partners as appropriate. The Coordinator will be responsible for implementing and achieving PPLT's conservation priorities through negotiations with private landowners, conservation partners, and government agencies.

They will be a central part of a dedicated and experienced team actively securing public and private funds for land protection, and researching legal and ecological information for tracts identified as potential protection projects. They will respond to protection inquiries and screen potential protection projects, as well as prepare project information including minerals assessments, environmental hazards assessments, and baseline reports. Will work in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.

The Coordinator will also support PPLT's land management program by overseeing various administrative tasks, including budget preparation and tracking; reconciliation; contract review; legal review and environmental analysis; and grant seeking, writing, implementation, and reporting. During busy seasons, the Coordinator may be called upon to support various on-the-ground land management activities.

## **RESPONSIBILITIES**

- Estimated Breakdown
  - 50% - Fee-Land and Conservation Easement support
  - 35% - Land Management Program Administration and Finance - grant and match management, budget creation, tracking, reconciliation
  - 10% -REPI Neighborhood Outreach/Project Development
  - 5% -Land management field season support

### **Acquisitions Responsibilities**

- Plan and execute protection projects.
- Maintain records related to land transactions.
- Maintain Landscape Software current projects upload and project financial tracking.
- Support Lands Director in REPI budgeting and administrative tasks.
- Negotiate real estate transactions, which can bind PPLT legally and financially.
- Remain abreast and follow PPLT and LTA Standard Operating Procedures, especially related to real estate transactions.
- Research, coordinate, and apply, solicit, or write grants for funding for land protection projects within the REPI boundary. Track and report any resulting matching funding sources for restoration and recreation projects within the buffer.

### **Program Administration Responsibilities**

- Neighborhood outreach and land management project development, and planning.
- Maintain Landscape Software current projects upload and project financial tracking.
- Write grants and manage matching funding sources for restoration and recreation projects within the buffer.
- Support lands program in creating, tracking, and reconciling the land management budget.
- Work with the Associate Director, Lands Director, and Bookkeeper to streamline financial reporting and tracking for all REPI projects, past and present.

- Occasional support of lands program in fieldwork—may include, agricultural and fence management, irrigation, recreational development, and restoration efforts, etc.

### **MINIMUM QUALIFICATIONS**

- A minimum of a bachelor's degree. A minimum of two years of full-time professional experience in project management, conservation or biology, fieldwork, or a combination of these areas is desired. In your resume, please highlight experience or understanding of wildlife conservation, wildfire, restoration ecology, botany, rangeland management, outdoor recreation or education, agriculture, accounting, economics, business administration, statistics, real estate transactions, law, public relations, field crew management, or grant management. An understanding of and experience in relationships with state and federal agencies and land trusts is also helpful, but not required.

### **ADDITIONAL REQUIREMENTS**

- Support of PPLT's mission, goals, organizational structure, and activities and the ability to promote them.
- Knowledge and comprehension of biology, habitat relationships, and basic principles of wildlife ecology, range, and forest management.
- An understanding of the responsibilities and mission of public land management organizations, public wildlife management organizations, and nonprofit conservation organizations. Knowledge of conservation planning and working on landscape scales.
- Strong interpersonal skills, and ability to work constructively with a variety of entities internally and externally.
- Perceive and establish long-term goals to develop and implement projects that are cohesive, progressive, mission-oriented, and cost-effective. Demonstrated ability to handle changing priorities and conflicting deadlines. Must be detail-oriented and accurate.
- Work independently and remain focused on goals and objectives. Work as a team player, lead a project, and cooperate on tasks.
- Excellent written and verbal communication skills. Communicate effectively with PPLT stakeholders and conduct professional presentations.
- Identify funding sources and seek funding support.
- Professionally represent PPLT and Hydrometrics.
- Proficient in and knowledgeable of computer applications specifically Microsoft Office, Google Suite, and relational databases. Work with digital photography/imagery, GIS and mapping skills is preferable.
- Develop and manage budgets.
- Experience working in rural communities.
- Comply with Hydrometrics Drug and Alcohol Policy
- Driver's License

### **PHYSICAL DEMANDS**

The incumbent will encounter both office and field conditions and will be required to do limited travel. Office work will require sitting or standing for long periods, frequent use of office equipment such as telephones, scanners, and computers, and light lifting, bending, and physical exertion. Travel by automobile, foot, or mechanized OHVs may be required. PPLT will provide training where necessary. Evening work and weekend work may be required.

The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.

#### **BENEFITS INCLUDE**

- 401(k) – Participation after completion of 6 months of continuous employment and 3% employer contribution of base salary.
- Group medical, dental, and vision insurance.
- Childcare flexible spending account (FSA).
- Health savings account (HSA).
- Accidental death, short-term, and long-term disability insurance.
- 10 paid holidays annually.
- 15 days of paid vacation leave and 6 days of sick leave annually.
- PPLT-supported holidays, which may include Summer Fridays and Winter Break
- Profit sharing bonuses

#### **TO APPLY**

Submit resume and cover letter to Lands Director, Travis Vincent at [travis@pricklypearlt.org](mailto:travis@pricklypearlt.org). Please use the subject line REPI Coordinator application. No phone calls, please. Applications are due by February 7, 2025. The position will remain open until filled.