



Conservation Assistant Job Description

Location: Saratoga Springs, NY (hybrid)

Salary: \$40-45,000 based on experience with excellent benefits

Reports To: Conservation Director

Duration: Full-time, 40 hours per week

Application Deadline: December 1, 2025

About Saratoga PLAN

Saratoga PLAN (Preserving Land and Nature) is an accredited land trust that stewards and protects farms, forests, and waters of the Saratoga region and the southern Adirondack foothills – now and forever. The lands that Saratoga PLAN conserves are ancestral homelands of the Mohican, Mohawk and Abenaki people.

PLAN has a highly motivated, small team. This is an entry level position with room to grow over time. We're looking for someone who is flexible and willing to assist others when needed.

Primary Job Duties

Reporting to the Conservation Director, the Conservation Assistant will work closely with PLAN staff, landowners, and community partners to manage land and trail projects, monitor and enforce conservation easements, connect aspiring farmers to vacant farmland, and steward PLAN owned properties. This position will be approximately 40% field-based and 60% office based.

Land Protection Responsibilities:

- Consult with landowners, municipalities and other organizations regarding conservation options and succession planning for farms, forests, natural areas, trails, and open spaces through public presentations and confidential consultations.
- Complete due diligence for real estate transactions including: mapping and analysis; site planning; financial project budgeting; easement and contract drafting including contractual services by surveyors, appraisers, attorneys, title companies, and environmental inspectors; review of the above contracted materials as part of the real estate transaction process.
- Prepare grant applications and donation solicitations for conservation and stewardship projects, track awarded funds, and prepare comprehensive reports.
- Play a supporting role in donor relations and community engagement programs, including providing content for external communications, and leading educational tours.

Stewardship Responsibilities:

- Support stewardship staff with monitoring property boundaries.
- Build relationships with conservation easement landowners and preserve neighbors to foster sound land stewardship practice.
- Follow all due diligence in reporting and tracking easement violations, encroachments or interpretation requests.

- Coordinate and lead public workdays and volunteer groups in trail maintenance, invasive species workdays, and restoration projects.

Community Planning Responsibilities:

- Serve in a supporting role, for community groups, such as the Conservation Committee, municipalities creating farmland protection plans, and other collaborators working together to advance open space protection, recreation, and farmland conservation.
- Act as a PLAN representative for public tabling events and educational programming.

The ideal candidate will have the following skills and experience:

- Bachelor's degree with a focus on natural resources, environmental management, or a related field.
- Proficient with Microsoft Suite; familiar with GIS and mapping software.
- Grant writing and management experience.
- Strong skills in project planning and execution; interpreting and drafting legal documents; and organizational skills with meticulous attention to detail.
- Excellent oral, written, and interpersonal communication skills, including the ability to develop and maintain diplomatic relationships at all levels including with landowners, communities, government agencies and the not-for-profit sector.
- Ability to perform strenuous physical activities such as hiking in steep terrain and working on outdoor stewardship projects as well as long hours at a computer.

Salary and Benefits

Saratoga PLAN offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is \$40,000-45,000 annually.

The benefits package includes:

- Paid vacation.
- Paid holidays.
- Paid sick leave.
- Employer supplement towards health and dental insurance premiums.
- Full match on employer-sponsored SIMPLE IRA plan up to 3% of salary (upon eligibility).

Application Instructions

To be considered for the Conservation Assistant position, please email your resume, a cover letter highlighting relevant experience and how you would contribute to our team and mission, and a list of three references to info@saratogaplan.org.

PLAN recognizes that conservation is best advanced by the leadership and contributions of people with diverse backgrounds, experiences, and identities. PLAN encourages individuals from all backgrounds to apply and join our engaged community that is committed to environmental conservation. Saratoga PLAN is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.