

## **Easement Coordinator**

### **South Carolina Farm Bureau Land Trust**

#### **Cayce, SC**

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**Hours:** *Full-Time, Monday through Friday, 8:00 a.m. to 5:00 p.m.*

South Carolina Farm Bureau Federation has established the South Carolina Farm Bureau Land Trust to assist the state's farmers, forestland owners and ranchers in ensuring their lands are protected from development and can be passed to future generations while providing present financial benefit. SCFB Land Trust will focus specifically on protecting working farms, forests and ranches.

The easement coordinator will support the Land Managers in processing and coordinating conservation easements. Responsibilities include maintaining relationships with landowners, funding partners, and third-party providers, such as appraisers and attorneys, to ensure projects are completed in a thorough and timely manner. The fieldwork requirements consist of stewardship and baseline visits to properties. Administrative duties include managing landowner inquiries and intakes, coordinating with third party providers, and recordkeeping.

#### **Specific Duties:**

- Report to the Executive Director with daily updates and any issues requiring attention.
- Manage daily administrative tasks, including answering phones, scheduling, organizing documents, and managing the land trust database.
- Coordinate and manage all initial landowner contacts and applications.
- Assist with all land trust meetings and events.
- Assist with project management by tracking deadlines and communicating with landowners and third-party providers.
- Assist Land Managers with baseline visits and preparing baseline document reports.
- Coordinate and/or perform annual stewardship visits and reports.
- Gather and submit documentation for the South Carolina Conservation Bank as well as other local or regional funding partners.

#### **Qualifications:**

- Experience as an administrative assistant or similar role.
- Computer literacy with proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook.).
- Excellent organizational and time-management skills.
- Strong communication and interpersonal abilities.
- Ability to work independently and as part of a team

#### **Preferred Skills:**

- Bachelor's degree in agriculture education or related field and/or professional experience as administrative assistant, paralegal, real estate, etc.
- Experience with land conservation including easements and working with conservation banks

**Working Conditions:**

Duties are performed in the office and the field. Travel is required to various locations statewide for meetings, conferences, workshops, and speaking engagements. Evening and weekend work is occasionally necessary. Must have current driver's license and the ability to operate a vehicle.

**How to Apply:**

Email resume to Charles Ambos at [charlesambos@scfbins.com](mailto:charlesambos@scfbins.com).

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