



# Arizona Land and Water Trust

Land & Water Program Assistant

May 2026 – Open until filled

## **About Arizona Land and Water Trust**

Established in 1978, Arizona Land and Water Trust (Trust) is now celebrating its 48<sup>th</sup> year of operation. Arizona Land and Water Trust protects Southern Arizona's vanishing western landscapes, its farms and ranches, wildlife habitat, and the waters that sustain them. To date, the Trust has permanently protected over 72,300 acres in Southern Arizona.

## **This Role**

Reporting to the Land & Water Program Director, the Land & Water Program Assistant supports the goals and objectives of the Trust by contributing to a variety of conservation projects and providing general Land & Water Program support. This position will assist the Land Program Manager and Stewardship Manager with land and water transactions, stewardship and resiliency activities, and support the Trust's outreach and education program. Like all current staff, the Program Assistant will support a variety of efforts, and must be highly organized, detail-oriented, flexible, and have the ability to work independently when required. This position is ideal for someone who enjoys working in a collaborative non-profit organization.

## **Key Responsibilities**

The Land & Water Program Assistant will participate in nearly all aspects of the Trust's conservation efforts. Pending the successful candidate's specific skills, experience and interests, the day-to-day responsibilities include:

- Support the Program team with land and water transactions, including due diligence, title and water rights research, and rangeland and riparian conservation research
- Support conservation easement stewardship activities and the management of restoration and resilience efforts
- Maintain and update GIS databases and develop internal mapping products using ArcGIS Pro, Landscape, OnX, GoogleEarth and related tools
- Assist with the Trust's Ranching into the Future workshops by helping to schedule, organize and promote events
- Support identification of funding opportunities (e.g., government programs and private grants) and assist with grant applications, reporting, and correspondence with funders
- Support the Program Director and team in meetings and public outreach events with agency personnel, elected officials, conservation partners, landowners, and other stakeholders
- Provide as-needed assistance with various organizational events and meetings throughout the year, including Board meetings, field trips, and donor events
- Support the Program Director and Trust staff with other projects and tasks as needed

## **Qualifications**

- Bachelor's degree in a related field (e.g., natural resources management, ecology, geography, land use planning) or equivalent work experience.
- Minimum 2 years of relevant experience, recent graduate work may substitute for experience
- Proficiency with ArcPro/ESRI products and GIS database management required. Experience with additional GIS products considered a plus
- Experience in or familiarity with conservation preferred; alignment with the Trust's values and mission is essential.



### **Relevant Experience & Skills**

- Must have strong interest in land and water conservation and some background in natural resources or related field
- Experience with field work and/or significant personal experience with outdoor recreation including hiking in rugged and remote environments and a commitment to safety and following policies and procedures
- Experience or training with real property law and real estate transactions and experience working with agricultural landowners
- Understanding of basic hydrology principles with familiarity of water-resources law, policy and management in Arizona or another western state considered a plus
- Proficient with Microsoft Office Suite, Outlook and related programs
- Experience using Landscape, a land trust management software, considered a plus
- Strong organizational and project coordination skills
- Excellent verbal and written communication skills, skilled at effectively conversing with rural and urban landowners, agency staff, academics, elected officials, and local leaders
- Ability to work both independently and in a team environment to meet deadlines while balancing competing priorities and needs
- Detail-oriented, strong sensitivity to deadlines, the ability to manage multiple tasks, strong organizational and problem-solving ability
- Wilderness First Aid certification or similar outdoor safety training preferred

### **Associated Physical Requirements**

- Must possess a valid driver's license and be able to travel to field sites and meetings up to 25% of the time, primarily throughout Southern Arizona
- Must be able to work at a desk, and operate a computer
- Must be willing to participate in field work
- Majority of work hours occur on weekdays between 8 a.m. and 5 p.m., but some evening and weekend meetings may be necessary.

### **Compensation and Employee Benefits**

The Program Assistant is a salary, non-exempt, position based on a 40-hour work week.

Annualized Salary \$42,000 to \$50,000, commensurate with skills and experience.

Paid holidays, vacation, and sick leave benefits. Cost-shared medical and dental benefits available, along with a 401(k) plan with employer match and an employer-paid life insurance policy.

Please send cover letter and resume via email to:

Susan Frett, Land and Water Program Director

Arizona Land and Water Trust

[sfrett@alwt.org](mailto:sfrett@alwt.org)

Up to three references will be requested and checked prior to hiring

*The Arizona Land and Water Trust is an equal opportunity employer dedicated to supporting a highly regarded, collegial and respectful team of high energy professionals.*