



Title: **Real Estate Specialist (TLC)**

Position Description Number: **45**

Classification: **The Land Conservancy**

**Position Summary:**

The Real Estate Specialist; TLC, will assist The Land Conservancy in real estate transactions as needed, and will also assist in contacting landowners of properties that are considered of high resource value in an effort to offer opportunities for long-term protection of the property.

**Key Responsibilities:**

Specific duties include, but are not limited to, the following:

1. Work with the Coordinator of The Land Conservancy to identify owners of properties that are considered of high resource value.
2. Meet with individual land owners to discuss programs, or opportunities, which would offer long-term protection of the resources.
3. Provide technical guidance to the RC&D staff in real estate transactions.

**Qualifications:**

The Real Estate Specialist, TLC, will possess:

1. A strong desire to protect the natural resources within the region.
2. A thorough knowledge of the real estate market within the Metro East.
3. A knowledge of various protection opportunities, including conservation easements and bargain sales.
4. Strong organizational skills
5. Knowledge of the Microsoft Office Suite, including: Word and Outlook,
6. Access to email.
7. Strong communications skills, including writing, listening and presentation.

**Supervision:**

This position will report directly to the Coordinator of The Land Conservancy.

**Longevity:**

The individual selected for this position is expected to serve for a minimum period of one year.

**Level of Commitment:**

It is expected that an individual will commit a minimum of 20 hours per month towards activities associated with this position.

**Workplace Location:**

This position would work at the selected volunteer's home work station, pending compatible software, and would also be responsible to meet landowners within the seven county RC&D region.

**Benefits:**

The Real Estate Specialist, TLC, is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills