



## **Job Title: REAL ESTATE TRANSACTION COORDINATOR**

<b>Location:</b>	Vancouver, WA
<b>Salary Range:</b>	\$21.63 – 25.96/hour (\$45,000 – 54,000 annual equivalent)
<b>Reports to:</b>	Conservation Director
<b>Duration:</b>	Full Time 40 hours per week, Permanent
<b>FSLA Status:</b>	Non-Exempt

Columbia Land Trust is seeking a **Real Estate Transaction Coordinator** to join its team!

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 27 years, Columbia Land Trust has permanently conserved more than 50,000 acres of fish and wildlife habitat, forestland, and farmland, and has restored thousands of acres for the benefit of both wildlife and local communities. Core to our conservation work is a commitment to supporting a more inclusive and equitable conservation movement achieving common ground conservation solutions. Together, we are protecting a future that is thriving, prosperous, and wild.

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. We are [committed to equity](#) as a core organizational value. Applicants should be able to demonstrate a commitment to issues of diversity, equity, and inclusion. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply for this opportunity.

Columbia Land Trust's headquarters are located on the campus of Fort Vancouver near downtown Vancouver, WA, just across the Columbia River from Portland, OR. Additional offices are located in Portland, Hood River, and Astoria, Oregon. For more information about the Land Trust, please visit [columbialandtrust.org](http://columbialandtrust.org).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Real Estate Transaction Coordinator will support land conservation projects across the Land Trust's region. Working within the Land Protection team, the position assists with administrative and due diligence activities related to real estate transactions, including the preparation and review of legal documents, records, research, mapping, filing, database entry, and report development. The Real Estate Transaction Coordinator is a great opportunity for an organized, detailed-oriented person to contribute to the conservation of important natural areas for the benefit of both people and wildlife.

The position is based in the Land Trust's Vancouver, WA office. During the COVID pandemic, the Land Trust's offices are closed and staff are working from home. The Real Estate Transaction Coordinator will be provided with the technology and equipment needed to effectively work from home.

Tasks and Responsibilities include:

- Supports other land protection team members in all aspects of land acquisition project development and implementation.
- Researches and prepares background and baseline documentation (maps, aerial photographs, zoning, land use, mineral and water rights information).
- Drafts and edits communications with landowners, funding partners, and project partners.
- Monitors project timelines to ensure deadlines are met and communicated to appropriate partners, stakeholders, and other interested parties.
- Schedules and coordinates internal and external meetings.
- Prepares requests for proposals (RFPs) and review bids for real estate and professional service contracts associated with land transactions including: appraisals, environmental site assessments, and boundary surveys. Drafts and tracks progress of associated contracts.
- Works with legal counsel to draft and review transaction agreements and other legal documents.
- Completes post-closing tasks for assigned land protection projects: ensures grant agencies have received copies of necessary documents, closes files, and coordinates information transfer to stewardship department staff.
- Supports stewardship staff in resolving property management issues, including boundary line adjustments and title issues.
- Participates with other staff to address organizational diversity, equity, and inclusion goals.

**Schedule:** 40 hours per week. Overtime pay will be provided for any work over 40 hours per week.

## **QUALIFICATIONS**

Columbia Land Trust expects that applicants for this position will have skills and experience with some of the work listed above, or with other similar work. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. Columbia Land Trust is prepared to support the training necessary to ensure qualified candidates have the skills to effectively accomplish the work. Accommodations may be made to enable individuals with disabilities to perform essential functions.

To thrive in this job, the Real Estate Transaction Coordinator should have:

- A background in real estate transactions, paralegal work, or document review and editing, either through experience or education/training.
- An ability to communicate with staff, members of the public, contractors, agencies, and project partners. Includes the ability to communicate effectively and remain calm under pressure.
- An ability to work with people from racially and culturally diverse backgrounds.
- An ability to work collaboratively in a team environment with a spirit of cooperation.
- Strong organization skills to identify, prioritize, schedule, and prepare for work activities in

coordination with other staff and a supervisor.

- Basic computer skills, including Microsoft Word and Excel software, write and format documents, manage electronic files, and the ability to learn and use an online database.
- The ability to collaborate with other staff in a remote office setting, including regular email communications, phone conversations, and participating in virtual meetings.
- An attention to detail and ability to track and meet deadlines.
- A genuine interest in the mission and work of Columbia Land Trust.

### **SALARY AND BENEFITS**

Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. This position qualifies for overtime pay when required. The Land Trust benefits package includes paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance premiums for three-quarter to full-time employees; voluntary benefits include a Section 125 - FSA and long-term disability. We also offer a match (up to 5% of annual salary) to our 401(K) retirement plan. Healthy, happy staff are an important element of our success and we strongly believe in and support a work/life balance.

### **APPLICATION INSTRUCTIONS**

To be considered for the Real Estate Transaction Coordinator position, please email a cover letter and resume to [jobs@columbialandtrust.org](mailto:jobs@columbialandtrust.org). Please include the following in your cover letter:

- A description of your interest in this position, including what makes you well suited for the role; and,
- Your commitment to and experience with issues related to diversity, equity, and inclusion.

This position is open until filled. Applications are currently being reviewed and applicants are strongly encouraged to submit materials as soon as possible.

Mailed applications can be submitted to:

Dan Roix – Conservation Director  
Columbia Land Trust  
850 Officers Row  
Vancouver, WA 98661

*Columbia Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*