



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

<b>Location:</b>	Vancouver, WA
<b>Salary Range:</b>	\$22.52-\$27/hr (\$46,824-56,189 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 32 years, Columbia Land Trust has permanently conserved more than 55,000 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.

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 the 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, ensures critical data is entered in the lands database, 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.

### **Organizational Support**

Land Trust staff also support a broad range of organizational activities ranging from participation in meetings with the Land Trust's Board of Directors; learning about the Land Trust's Diversity, Equity and Inclusion (DEI) work, and participating in staff discussions; involvement on staff committees such as the DEI Committee and/or Safety Committee; and participation in fundraising activities.

The position will be based in the Land Trust's Vancouver, WA office with occasional travel throughout the region. During the COVID pandemic most staff worked from home. After May 2, the Land Trust will shift to a hybrid work plan, allowing staff to continue to work from home up to 2-3 days per week if desired. Columbia Land Trust has COVID-19 precautions for both field and office work that all staff are expected to follow.

**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.
- The ability to write and format documents, manage electronic files, and the ability to learn and use an online database and a geographic information system (GIS).
- 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 being part of 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. The full salary range for this position is \$46,824-65,554 annually. Based on our internal equity review and candidate's qualifications the estimated starting salary will typically be between \$46,824-56,189 annually. 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.

### **ORGANIZATIONAL COVID-19 VACCINATION INFORMATION**

Columbia Land Trust requires its employees to receive the COVID-19 vaccination and booster and have practices in place to mitigate exposure. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

### **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 any 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.*