



## STEWARDSHIP ASSISTANT

**Reports to:** Stewardship Director  
**Job Status:** Half-Time (0.5 FTE), Non-Exempt  
**Compensation:** \$16-18/hr plus benefits

**ORGANIZATIONAL MISSION:** Helping the community preserve open space, working lands, and habitat forever.

**POSITION SUMMARY:** This position provides support to our Stewardship Team, with a focus on the administrative and field-based stewardship of the conservation easements the Land Trust holds. This position will support our work with many partners and landowners to help protect and steward wildlife habitat, watershed health, and productive working farms and forests, for the benefit of current and future generations of people and wildlife. With the support of our local community, we have helped protect over 17,100 acres of Jefferson County's most important places, and this position will help ensure the conservation values on many of these lands are maintained and enhanced over time.

### ESSENTIAL FUNCTIONS

The focus and priority tasks of the Stewardship Assistant will fluctuate depending on the time of year and activities of the Land Trust, though the position will primarily support the following stewardship functions.

#### Stewardship

- Assist the Stewardship Director with conservation easement stewardship, including protected-property monitoring, landowner communications and support, and record-keeping
- Coordinate and support volunteers for field-based and in-office stewardship program participation
- Create stewardship related reports, such as Annual Monitoring Reports, Baseline Conditions Reports, Stewardship Plans, and Stewardship Action Reports as directed
- Maintain and update detailed records related to conservation easements following record-keeping policies and procedures, and using complex databases

#### Other Duties

- Participate in fundraising and other outreach events as needed
- Other stewardship, conservation, and administrative duties assigned by supervisor
- Special projects as assigned

### DESIRED QUALIFICATIONS

- A four-year degree from an accredited institution in natural sciences, natural resource management, environmental studies, land-use planning, environmental education, or related fields; or equivalent education and experience.

- A minimum of two years of project-oriented experience in a role requiring diplomacy and relationship building skills
- Experience developing and managing new programs involving volunteers
- GIS training and experience with ArcMap 10.x
- First Aid certification
- Passion for responsible stewardship of natural habitat, farmlands, forestland, and scenic open spaces
- Knowledge of Jefferson County, local ecology, and its local communities

## **CORE COMPETENCIES**

- Works collaboratively in a team environment with a spirit of cooperation
- Ability to act as a leader and uphold high ethical standards
- Ability to work independently, manage multiple tasks, and meet deadlines
- Excellent interpersonal, oral, and written communication skills
- Excellent attention to detail and planning, organizational, analytical and problem solving skills
- Fluency with MS Office programs and Google-Workspace (gmail, drive, calendar, etc.)
- Outgoing and friendly personality with ability to meet, work, and communicate with diverse stakeholders and community members
- Commitment to confidentiality
- Excellent document preparation, reporting and record keeping skills

## **PHYSICAL REQUIREMENTS**

- Physically able to conduct demanding field work and traverse occasionally rough terrains in variety of weather conditions
- This position requires the ability to use a keyboard, complete written documents, and operate general office equipment, including telephone system, databases, printer and copier
- This position requires employee to work occasional non-standard hours, including evening and weekend events
- This position requires employee to have the ability to travel to various locations throughout Jefferson County for stewardship purposes and other assignments
- This position requires the ability to lift up to 30 pounds

**Note:** Currently, Jefferson Land Trust's office is closed to the public and this will be a work-from-home position at times. Once the office re-opens, the person in this position will work at the office on a schedule to be determined with the supervisor, estimated at 20 hours/week.

Jefferson Land Trust is committed to providing an environment of mutual respect where equal employment opportunities are available to all. We believe that diversity and inclusion are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Application Instructions – Please submit a cover letter and resume to [jobs@saveland.org](mailto:jobs@saveland.org) by midnight February 15, 2021 with the subject line: Stewardship Assistant.