



## Job Announcement: Stewardship Coordinator

Full-time, salaried, with benefits

Wood River Land Trust is a local conservation non-profit working to protect and sustain the treasured landscapes and life-giving waters of the Wood River Valley and to inspire love for this special place for generations to come. Based in Hailey, ID, our staff of 10 serves the Wood River Valley and surrounding areas. We work in partnership with municipalities and other community organizations to protect and manage open spaces that provide places where wildlife can flourish and people can connect to nature and each other.

### SUMMARY OF POSITION

The Stewardship Coordinator oversees land owned and managed by the Land Trust (16 preserves, approx. 1,600 acres), assists with stewardship of conservation easements (44 conservation easements, approx. 13,000 acres), assists with new conservation projects, and manages GIS data and mapping. This position facilitates partnerships with other non-profits, municipalities, and resource agencies to deliver multi-faceted stewardship of our preserves to accomplish the Land Trust mission. This position reports to the Lands Program Director, works closely with other Land Trust staff, and may supervise interns, volunteers and contractors. This is a full-time, year-round position with benefits and salary depending on experience. This position requires a B.S. in natural resources or other similar field, or 3-4 years equivalent work experience.

### ESSENTIAL DUTIES AND FUNCTIONS:

#### LAND MANAGEMENT

- Manage Land Trust preserves, including:
  - Create and execute management plans for preserves;
  - Maintain preserves, which may include activities like building trails, monitoring preserves for enforcement issues, and controlling noxious weeds, which may include use of herbicide and pesticide;
  - Assist Community Lands Steward to engage neighbors, school groups, and other community members in stewardship, including coordinating volunteer workdays;
  - Work with partners in law enforcement, fire departments, city and county government, and other agencies and non-profits with an interest in our preserves; and,
  - Proactively work with neighbors to prevent encroachment and respond to enforcement issues on preserves.
- Develop projects that enhance wildlife habitat and public access and enjoyment in our preserves, and manage contractors to implement plans.
- Write grants and form partnerships to facilitate management plans.
- Partner with local, state, and federal land management agencies.

#### CONSERVATION EASEMENT STEWARDSHIP AND DEFENSE

- Steward relationships with landowners and assist with conservation easement monitoring site visits and records-keeping.
- Maintain and update, as necessary, easement documentation files.
- Create baseline documentation reports for new projects.
- Assist Lands Program Director in responding to conservation easement violations and/or enforcement issues.

#### GIS MANAGEMENT

- Maintain preserve/easement GIS data and maps for annual monitoring and documentation purposes as well as for new projects.
- Perform fieldwork with GPS for easement/preserve stewardship.

#### CONSERVATION PROJECT SUPPORT

- Assist other Land Trust Staff with conservation planning, new conservation acquisition projects, and restoration projects.
- Coordinate with development staff to inform potential donors of stewardship activities.

## OTHER DUTIES

All Land Trust employees are expected to assist, as needed, in events, fundraising, and strategic planning.

## QUALIFICATIONS

### *Education:*

- Bachelor's Degree in natural resources or other similar field, or 3-4 years equivalent work experience.

### *Experience:*

- 2-3 years of experience managing land to benefit fish and wildlife populations and provide safe enjoyment to the public preferred. Experience with a Land Trust or managing publically accessible lands is preferred.
- Proven track record of managing projects and engaging community members around stewardship of conserved lands.
- Experience collecting GPS data, managing GIS data, and creating maps.
- Experience, coursework, or other training in the principles and practices of land and conservation easement stewardship and defense.
- Experience with maintenance and operation of handheld power tools, including chainsaws and brush cutters.
- Training and experience with proper use and application of herbicides.

### *Skills & Abilities:*

- Strong written and verbal communication skills. Ability to deal effectively and personably over the telephone and in person with a variety of people, including landowners, agency personnel, the general public, media representatives, members, donors, directors, and volunteers.
- Proficiency with Microsoft Office software and ArcGIS.
- Ability to perform strenuous outdoor labor in all weather conditions.
- Keen attention to detail and strong problem-solving skills. Ability to work accurately, independently, and efficiently.
- Excellent organizational skills. Ability to set priorities, manage time and diverse activities, remain flexible under pressure, and manage multiple projects/deadlines efficiently.
- Demonstrated ability to lead, collaborate, and build consensus. Willingness and ability to address conflict in a constructive manner.
- Desire to be a team player and positive representative of the Wood River Land Trust.
- Willingness to work a flexible schedule that may include weekends and evenings.
- Valid driver's license.
- A strong commitment to the mission of the Wood River Land Trust.

## COMPENSATION

\$45,000 to \$54,000 annual starting salary, depending on experience, with generous benefits package, including 3 weeks paid vacation, 401k retirement plan with 3% employer match, and 100% employer paid health and dental insurance.

## STATUS

This is a full-time salaried position based in Hailey, ID. Some after-hours and weekend work activities are required for meetings and/or events.

To apply, please submit a resume, cover letter, and 3 references to:

Brandee Smith, Finance & Operations Manager: [brandee@woodriverlandtrust.org](mailto:brandee@woodriverlandtrust.org)