



WHIDBEY CAMANO LAND TRUST

NEW! STEWARDSHIP ASSISTANT JOB DESCRIPTION

PRIMARY LOCATION: Greenbank Farm, Local Travel Required

CLASSIFICATION: Full-time, Non-Exempt Position

SALARY: \$17.50 - \$19.00 per hour

REPORTS TO: Stewardship Specialist

POSITION SUMMARY. The Stewardship Assistant supports the Land Trust's stewardship work to monitor, maintain, improve and restore Land Trust properties. The position includes, but is not limited to, performing the following duties: invasive weed control, public access and trail maintenance, visitor use compliance, restoration planting, fence repair, sign maintenance, field data collection and data entry. Field work will take place on Land Trust protected lands throughout Island County. The position will require some irregular hours and extensive outdoor physical labor under adverse conditions. Responsibilities include working directly with staff, volunteers, landowners, interns and contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

- ***Invasive species control and monitoring*** – Monitoring and removal of invasive species by mapping, mowing, manual removal and herbicide application if needed. Checking on growth and status of invasive species on preserves and Land Trust managed trails.
- ***Habitat enhancement/restoration and monitoring*** – Installing and watering native plants, vegetation maintenance and mulching. Documenting restoration success with maps, transects and photo documentation.
- ***Nursery management*** – Native seed collection, seed curation, pest control, irrigation maintenance and plant installation and management.
- ***Public access operations and maintenance*** – Trail improvement and maintenance, downed tree and brush clearing, sign and fence repair and maintenance, and trash removal. Kiosk repair, sign installation/repair, placing trail maps and newsletters, maintain parking areas and dog waste stations.
- ***Interacting with the public*** – As part of stewardship work, talking with users and neighbors and asking for compliance with property and trail rules.
- ***Internship program*** – Assist with intern training, supervision and work plan creation.
- ***Work parties*** – Lead and assist with volunteer work parties and work with volunteer site stewards on special projects.
- ***Boundary marking and boundary checks*** – Placing carsonite markers and completing photo documentation. Walking boundary lines of all preserves to monitor for encroachments.

- **Database entry** – Enter and maintain records in Salesforce database.
- **Conservation easement stewardship** – Assist with easement monitoring as assigned.
- **Baselines/management plans** – Assist with field work and creation of baseline documentation and management plans.
- **Outreach and Education** – Assisting with Land Trust tours, activities and events.
- **Physical Demands** – The working environment for the Stewardship Assistant may include work in an indoor or outdoor setting and the individual shall be expected to travel to off-site locations. Field work may require standing, walking, maintaining balance, climbing stairs and inclines, kneeling, bending, stooping, crouching, reaching, pulling, and twisting. The individual requires sense of touch, finger dexterity, ability to grip with fingers and hands and ability to exert up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires ability to discern voice conversation, to see with close, far and side vision with depth.
- **Other duties as assigned.**

REQUIRED QUALIFICATIONS AND RELATED LIFE EXPERIENCE.

MINIMUM QUALIFICATIONS.

1. Demonstrated practical problem-solving and organizational skills with attention to detail and record-keeping.
2. Must be able to work some non-standard hours, including evenings and weekends.
3. Ability to work independently under physically demanding conditions, including cold and wet weather, and be able to lift 50 lbs. and operate hand and power tools and other mechanical equipment. See additional physical demands below.
4. Valid, insurable driver's license.
5. Proficient with Microsoft word and Excel spreadsheets.
6. Ability to obtain a WSDA pesticide applicator license and apply herbicides.
7. A demonstrated commitment to land conservation.
8. Experience with chainsaws and other power tools.
9. Ability to interact respectfully with volunteers, landowners, contractors, interns and staff.

PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE.

1. Past work experience and/or education in conservation, natural resources, ecology, botany, landscaping or related field.
2. Experience working with volunteers.
3. Current WSDA pesticide applicator license.
4. Experience with mowers, chainsaws, tractors, ATVs and other motorized tools and vehicles.

BENEFITS. The Land Trust values work-life balance; its work culture supports and inspires conservation achievement and personal development.

- Medical, dental, and vision insurance (100% of employee-only premium is paid by the Land Trust). Family coverage available for purchase;
- 11 paid holidays;
- 12 vacation days annually, increased with tenure;
- 12 sick days annually;
- 3% matching SIMPLE retirement plan;
- Washington Paid Family and Medical Leave Program pursuant to state rules and eligibility;
- After successful onboarding, there can be some flexibility in schedule and work-from-home;
- Dog-friendly office with pre-qualified dog and employee; and
- Professional development and training opportunities.

TO APPLY. Submit a cover letter describing your qualifications and related life experience, along with your resume, via email to: jobs@wclt.org. No phone calls please! Deadline for applications is April 24, 2022. Position open until filled.

The office is a smoke-free and fragrance-free workplace. The Whidbey Camano Land Trust is an equal opportunity employer, committed to diversity, equity and inclusion.