



STEWARDSHIP ASSISTANT 1

Position Description

REPORTS TO: Stewardship Specialist
TYPE: Full-time, 36 hours/week, Non-Exempt Position
WAGE: \$21.00 - \$25.00 per hour

MISSION: The mission of the Whidbey Camano Land Trust is to protect, restore and create access to forests, shorelines, farmlands and other habitats in Island County and the Salish Sea, for ecological and community resilience and the benefit of all living things.

POSITION SUMMARY: The Stewardship Assistant 1 supports the Land Trust's stewardship work to monitor, maintain, improve and restore Land Trust properties. This position's duties include, but are not limited to, the following: invasive weed control, public access and trail maintenance, visitor use compliance, restoration planting, fence repair, sign maintenance, field data collection and data entry. This position will coordinate the organization, maintenance and repair of our stewardship tools. 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.

DUTIES AND RESPONSIBILITIES:

- **Habitat enhancement/restoration** – Installing and watering native plants, vegetation maintenance and mulching. Documenting restoration success with maps, transects and photo documentation.
- **Tool management** – Organize and maintain tools in the stewardship team's inventory. Perform small repairs, coordinate large repairs with mechanic. Tools include brushcutters, hedge trimmers, chain saws, shovels, rakes, McLeods, Pulaskis, and others.
- **Baseline Documentation** – Assist with field work and creation of baseline documentation for conservation easements.
- **Database entry and recordkeeping** – Enter and maintain records in Salesforce database. Ensure conservation easement documentation is up to date.
- **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.
- **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.

- **Work parties** – Lead and assist with volunteer work parties and work with volunteer site stewards on special projects.
- **Interacting with the public** – As part of stewardship work, talking with users and neighbors and asking for compliance with property and trail rules.
- **Boundary marking and boundary checks** – Placing Carsonite markers and completing photo documentation. Walking boundary lines of all preserves to monitor for encroachments.
- **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:

- Demonstrated practical problem-solving and organizational skills with attention to detail and record-keeping.
- Must be able to work some non-standard hours, including evenings and weekends.
- 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 above.
- Proficient with Microsoft word and Excel spreadsheets.
- Ability to obtain a WSDA pesticide applicator license and apply herbicides.
- A demonstrated commitment to land conservation.
- Experience with chainsaws and other power tools.
- Ability to interact respectfully with volunteers, landowners, contractors, and staff.
- Valid, insurable driver's license.

PREFERRED KNOWLEDGE, SKILLS AND EXPERIENCE:

- Past work experience and/or education in conservation, natural resources, ecology, botany, landscaping or related field.
- Experience working with volunteers.
- Current WSDA pesticide applicator license.

- 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. This full-time position is eligible for the following:

- Medical, dental, and vision insurance (100% of employee-only premium is paid by the Land Trust). Family coverage available for purchase;
- 12 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;
- Occasional professional development and training opportunities; and
- Dog-friendly office with pre-qualified dog and employee.
- Values-driven, meaningful conservation work. At the Land Trust, your work makes a difference!

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!

Application review will begin **October 15, 2026**. Position open until filled.

The Whidbey Camano Land Trust is an Equal Opportunity Employer and actively seeks a diverse pool of candidates from a variety of backgrounds who are committed to the mission and vision of the organization.