



December 18, 2020

## Stewardship Coordinator Job Posting

**Job Title:** Stewardship Coordinator

**Salary:** \$36,000 - \$45,000

**FLSA Status:** Permanent full-time

**Reports To:** Conservation Director

**Location:** Lacey, WA

**Application Deadline:** Open until filled – applications will be reviewed beginning January 4<sup>th</sup>, 2021.

Capitol Land Trust (CLT) is seeking a **Stewardship Coordinator** to oversee the ongoing stewardship and maintenance of Capitol Land Trust’s conserved lands.

Responsibilities include providing our community with safe and appropriate opportunities on our public-access preserves; carrying out our management goals on our conservation properties; monitoring of fee simple and conservation easement properties; and building and managing a robust volunteer program to assist with these activities. This position will build and maintain positive relationships with conservation easement landowners, preserve neighbors, volunteers, stakeholders and partners.

Capitol Land Trust is seeking a candidate that is a team player who demonstrates strong planning and logistics skills and is passionate about working in the field, community engagement and environmental stewardship. This role is ideal for an outgoing, dynamic, and organized individual with a drive to foster relationships with individuals and groups. The right candidate will have experience running a volunteer program, field experience in ecological restoration and a passion for learning. In representing the interests and collaborative mission of Capitol Land Trust, the Stewardship Coordinator works to build community through volunteer engagement and shows respect for diverse points of view and perspectives.

The Stewardship Coordinator reports to the Conservation Director and may manage staff, volunteers, interns and AmeriCorps members.

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### About Capitol Land Trust:

Capitol Land Trust, established in 1987, conserves natural areas and working lands in south Puget Sound and the Chehalis River basin covering four Washington counties. Our 2021-2025 Strategic Plan sets forth ambitious goals for protecting marine shorelines, rivers and their connected forests, rare prairie habitats, and working lands. It also sets forth ambitious goals to more deeply engage the communities where we work with a specific strategy to increase community connection and support through hands-on engagement with Capitol Land Trust properties and activities.

## **Duties & Responsibilities:**

- Manage, maintain and regularly inspect Capitol Land Trust public-access preserves to ensure they are safe and welcoming. This work includes managing invasive species, signage, trails, vegetation, site access, danger trees, and infrastructure, such as culverts, bridges, fences, gates, signs, kiosks, dams, and shelters.
- Develop robust volunteer programs to assist in the maintenance and stewardship of Capitol Land Trust conservation properties, through the recruitment, training and supervision of volunteers for property monitoring, property maintenance, and interacting with visitors at our public access preserves.
- Build and maintain constructive relationships with public access and restoration partners in the community, and with funding partners.
- Manage and maintain Capitol Land Trust conservation preserves, to include invasive species, vegetation, site access, and infrastructure, such as culverts, bridges, fences, gates, signs, dams, and shelters.
- Coordinate with landowners, staff members and volunteer land stewards to conduct and document annual monitoring of all conservation easement and fee-simple properties, in accordance with Capitol Land Trust's policies and procedures and *LTA Standards and Practices*.
- Document all potential easement violations and/or property management issues, inform the Conservation Director of all serious violations and/or potential threats, and work with Capitol Land Trust staff to resolve these issues in a timely manner.
- Maintain and update property files to document essential communications, activities, intentions, and actions; ensure recordkeeping meets Capitol Land Trust's Recordkeeping Policy.
- Build and maintain positive relationships with conservation easement landowners, preserve neighbors, donors, and long-term volunteers through communications and events.
- Review conservation easements, leases and deed restrictions to ensure legal compliance.
- Manage restoration projects, including coordination with our AmeriCorps member(s), and supervision of partners conducting restoration or maintenance on Capitol Land Trust conservation properties.
- Assist acquisition staff with creating baseline reports and management plans for our new conservation properties.
- Manage staff, project teams, interns, volunteers and AmeriCorps members as directed.
- Clean, organize, maintain and inventory all stewardship tools and equipment on a regular basis.
- Be familiar with and adhere to Capitol Land Trust's policies and procedures, LTA's *Standards and Practices*, and foster a work environment characterized by integrity, collaboration, listening and continuous improvement.
- Engage in other duties as assigned.

## **Minimum Qualifications:**

- Two years relevant work experience.
- An undergraduate degree in a related field, such as conservation, botany, biology, ecology, natural resource management, environmental studies, or comparable professional training and experience.
- Strong project management skills and attention to detail.
- Technical competency with GIS, GIS online, GPS and data management.
- Excellent communication skills, including written, graphic, verbal and listening.
- Ability to work independently and be self-directed, and work collaboratively and effectively as part of a team.
- Commitment to the principles of diversity, equity and inclusion.
- Able to work occasional evenings and weekends, as needed.
- Physically able to conduct strenuous outdoor fieldwork in all weather conditions, traverse through rough and steep terrain, and operate power tools.
- Valid Washington State driver's license and access to a reliable vehicle.

## **DESIRED QUALIFICATIONS:**

- Knowledge of southwest Washington flora, fauna, culture and geography.
- Experience recruiting and working with volunteers.
- Experience using power tools and basic carpentry skills.
- High-level GIS expertise.
- History of developing new and diverse partnerships.
- Possess a high level of emotional intelligence, confidence, and competency when working with people to build trust.
- A strong desire to be a part of and support Capitol Land Trust's community to achieve our goals and mission.
- Ability to work under pressure with ease and humor.

## **SALARY AND BENEFITS:**

Capitol Land Trust offers a competitive salary, comprehensive benefits package and a supportive and positive work environment with opportunities for professional development. The Land Trust benefits package includes paid vacation, holidays, and sick leave. Capitol Land Trust pays 100% of health, vision and dental insurance for full-time employees and contributes to a retirement plan. We value work/life balance and can accommodate a flexible schedule. This is an equal opportunity, full-time position located in Lacey, WA.

## **APPLICATION INSTRUCTIONS:**

For consideration, please email your resume, list of three references, and cover letter with relevant experience as a single pdf to Laurence Reeves, [Laurence@CapitolLandTrust.org](mailto:Laurence@CapitolLandTrust.org). Include "Stewardship Coordinator" in subject line. **Applications will be reviewed starting January 4<sup>th</sup>, 2021.** The position is open until filled.