

## **SONOMA LAND TRUST**

Job Announcement

October 1, 2018

THE POSITION: Stewardship Assistant Project Manager

LOCATION: Santa Rosa, California

AVAILABILITY: November

### **About the Organization:**

Sonoma Land Trust ([www.sonomalandtrust.org](http://www.sonomalandtrust.org)) is an accredited, nonprofit land trust with a staff of thirty-two and an annual operating budget of \$6 million. It works to keep the beautiful and varied rural landscapes of Sonoma Land Trust intact for future generations. Many properties acquired by Sonoma Land Trust are transferred to public agencies and other nonprofit organizations. To date, Sonoma Land Trust has protected over 45,000 acres. The organization works in partnership with the Sonoma County Agricultural Preservation and Open Space District and other public agencies and nonprofit organizations to accomplish its mission.

### **Position Summary:**

This position supports all aspects of preserve stewardship in eastern Sonoma County and may assist with regional programs. It assists in the development and management of annual work plans and budgets and is responsible for coordinating natural resource assessments, management, and restoration projects; infrastructure maintenance; outreach and volunteer coordination; and administrative functions. Coordinating and communicating internally with many individuals and departments is a vital function. Interacting with volunteers, the public, contractors and representatives of partner organizations occurs regularly. Excelling in this position requires resourcefulness, self-motivation and initiative (a good sense of humor is important as well).

### **Essential Duties:**

#### **Administrative**

- Research and assemble information necessary for the preparation of preserve management plans and strategies
- Develop and manage preserve work plans and budgets
- Draft and manage contracts and contractors for a wide variety of functions and needs, including infrastructure repair and ecological services
- Recruit, train and supervise student interns and coordinate their activities in the office and the field
- Prepare and/or review documents or articles to promote stewardship project activities
- Occasionally deliver oral presentations to public and private institutions and at SLT events
- Adhere to SLT finance, human resource, and records policies and procedures
- Assist with activities at SLT events

#### **Field Work**

- Inspect and monitor preserves to assess present conditions, including infrastructure such as roads and gates, agricultural structures such as fences and troughs, natural resource conditions, and public recreation facilities such as trails. Implement improvements as necessary
- Coordinate or assist on ecological management projects, including surveying plants, controlling weeds, promoting native plant species, and restoring habitats where needed
- Position may assist with implementing wildlife and plant monitoring; collecting, managing and analyzing natural resource data; drafting reports as appropriate
- Organize and lead volunteers and group volunteer workdays in many aspects of preserve management and monitoring and direct the Glen Oaks Ranch Trail Crew; support volunteer placement and oversee training; establish annual Trail Crew work plans; coordinate supplies and tools; supervise volunteers

- Conduct minor facilities maintenance such as debris removal, building maintenance, trail clearing, and tool maintenance. Ensure that National Historic Registry rules and guidelines are adhered to where appropriate
- Ensure that conservation easement and other legal requirements are adhered to on preserves
- Support the organization's education, development, and public outreach and hike programs. Greet and orient botanists, birders, partner groups, and researchers utilizing Sonoma Land Trust's preserves. Ensure that safety protocols are followed

### **Qualifications and Requirements:**

- Minimum bachelor's degree in conservation, natural resources management, or similar focus
- Minimum of two years of related professional experience
- Familiarity with California flora
- Must be able to hike up to 8 miles per day over steep and rugged terrain, occasionally in isolated locations, and be able to lift and carry up to 40 pounds
- Ability to use hand tools and some mechanical equipment such as weed whackers
- Must possess good orienteering skills, including the ability to read and interpret maps and find position using a compass
- Proficiency with computer operations; Microsoft Word, Excel, Outlook, and PowerPoint in a Windows environment, internet use
- Skill with GPS data collection and management. ARC GIS software experience helpful.
- Ability to work occasional evenings and weekends required
- Must have a vehicle to use for SLT business, a valid driver's license, and personal auto insurance

### **Personal Qualities:**

- Close attention to detail and accuracy and excellent organizational skills
- Ability to work independently and be productive within assigned time frames
- Ability to interact productively as part of a team and with the public, strong oral and written communication skills, comfort with public speaking
- Experience and/or willingness to learn to drive a large 4x4 pickup truck, occasionally over rough terrain
- A commitment to the mission of Sonoma Land Trust.

### **Schedule and Salary:**

This is a full time, permanent position. Sonoma Land Trust offers competitive salaries and benefits. Salary for this position is contingent on experience and qualifications.

### **To Apply:**

Please send a letter introducing yourself, a copy of your resume and contact information for three references as a single pdf to [staffing@sonomalandtrust.org](mailto:staffing@sonomalandtrust.org). Please: no phone calls, drop-ins or paper.

### **Hiring Process:**

The position is open until filled, but early applications are encouraged. We will begin scheduling interviews on October 22, 2018. We will acknowledge each application within a week of receipt. Sonoma Land Trust is an equal opportunity employer.