



Stewardship Program Assistant – Job Description

Overview:

The Land Trust of Napa County is a nonprofit conservation organization dedicated to preserving the character of Napa County by permanently protecting land. In its 45-year history, LTNC has completed over 220 projects and protected more than 86,000 acres.

The Land Trust offices are located just outside of downtown Napa. We offer competitive salary, paid vacation and sick time, health, dental and vision insurance, retirement benefits and family friendly policies. Our team consists of motivated and passionate individuals who care deeply about our mission and enjoy working together.

The Stewardship Program Assistant is an entry-level position within LTNC's Lands Department, designed to assist with management activities across 20 protected natural areas (15,000 acres) owned by our organization.

The Stewardship Program Assistant reports to the Stewardship Program Manager, and works as part of the land stewardship team.

Primary Responsibilities:

- Assist stewardship program staff with activities related to ecological restoration, biological resources assessment and monitoring, conservation science research, invasive species management, watershed restoration, public access, and property repairs and maintenance.
- Carry out office-based administrative duties related to grants and budgets, contracting and insurance, equipment and supply procurement and maintenance, vehicle maintenance, hours tracking, and staff meeting attendance.

Position Details:

Work Environment: In addition to working within an office environment, this position requires a significant field work component. The position anticipates an average of 50% of time in the field. Field work entails exposure to variable weather conditions and natural hazards, such as poison oak, ticks, rattlesnakes, other wildlife, etc.

Physical Demands: Carry out stewardship tasks in remote wildland areas involving off-trail hiking over rugged terrain and through dense vegetation. Lift and maneuver materials and equipment weighing up to 50 lbs.

Specific Tasks:

- Assist with camera station maintenance and data management for quantitative wildlife monitoring projects
- Install, map and maintain replicated vegetation monitoring plots for habitat restoration, prescribed grazing and fire effects monitoring projects
- Assist with control of invasive exotic plant species using manual, mechanical and chemical methods
- Assist with native plant collection, propagation, planting and maintenance for habitat restoration purposes
- Assist with forest management plan development, fuels reduction and forest restoration activities
- Collect spatially referenced field data using GPS technology
- Generate maps and organize spatially referenced data using ArcGIS software
- Regularly monitor preserve lands to identify and track management needs
- Assist with road and trail maintenance tasks related to erosion control, vegetation management and signage
- Assist with contractor coordination for installation, repair and maintenance of preserve infrastructure including buildings, water systems, fencing and signage
- Procure, maintain and repair stewardship supplies and equipment
- Coordinate routine maintenance and repair of Land Trust vehicles
- Track stewardship projects and activities to assist with grant and budget administration
- Assist with contracting and insurance for stewardship work with outside vendors
- Assist with field trips and volunteer stewardship events

Desired Qualifications:

1. Bachelor's degree in natural resources, restoration ecology, environmental or biological sciences and one year demonstrated, successful work or volunteer experience in field.
2. Outstanding people skills and an ability to work with a variety of constituents, including donors, volunteers, researchers, caretakers, contractors and outdoor recreationalists. We strive to maintain strong relationships with our constituencies, but must be prepared to make difficult decisions to uphold our organizational stewardship goals.
3. Strong project management, communication, and record-keeping skills, including ability to write and communicate verbally.
4. Demonstrated proficiency with map orientation and interpretation, GPS mapping and associated software applications. Experience with GIS mapping and data management a plus.
5. Demonstrated knowledge of natural history (specifically natural communities) of northern California, or a strong willingness and ability to learn.
6. Mechanical skills to repair and maintain stewardship equipment and infrastructure a plus.

7. Willingness to attend evening and weekend meetings, work days and field trips with volunteers.
8. Ability to work independently and collaboratively, under general supervision of the Stewardship Program Manager.
9. Excellent attention to detail. Ability to organize and archive important files and documentation.

Salary commensurate with experience. Full employee benefits and retirement plan. Send cover letter and resume to: mike@napalandtrust.org. No photographs or phone calls please. Please reference Stewardship2021 in your Subject line.

Application deadline: Friday, November 19, 2021