



Stewardship Specialist Position Description

Background

The Sacramento Valley Conservancy (SVC) was established in 1990 as the first local land trust in Sacramento County, CA. SVC preserves open space for agricultural, scenic, recreational, and habitat purposes. SVC has protected over 18,000 acres of land including regional trail systems, farms, vernal pool preserves, and oak woodlands. SVC is governed by a ten-member Board of Trustees and has seven full-time staff, three part-time staff, more than 70 dedicated docents, hundreds of volunteers, and various consultants.

Responsibilities

SVC's Stewardship Specialist monitors and ensures proper reporting and record-keeping for all SVC's owned and easement properties, manage land stewardship and habitat restoration projects (especially regarding land management issues), and assists the Stewardship Director with coordinating baseline reports and/or biological surveys, as needed. The Stewardship Specialist works in cooperation with the Camp Pollock Manager and Program Coordinator and reports to the Stewardship Director. All SVC employees ultimately report to the Executive Director.

I. Land Stewardship (60% of the time)

- Conduct Conservation Easements annually.
- Complete Easement Monitoring Reports and ensure dispersal to appropriate agencies and landowners.
- Monitor owned (fee) and preserve management properties quarterly, including annual Residual Dry Matter (RDM) assessment.
- Produce reports and maps documenting monitoring visits, utilizing GIS, Microsoft Office, Adobe, and other software.
- Recordkeeping: Contribute to SVC Stewardship and Activity Logs; ensure property records, contracts, and other associated information are up to date; and electronically post/archive data and reports.
- Assist Stewardship Director with management of land stewardship activities & habitat restoration projects, including consultant and contractor recruitment and coordination, farmer and rancher coordination, and assistance with grant proposals.
- Report/document instances of dumping/vandalism to appropriate law enforcement agencies
- Coordinate and lead service days (at least two per year at Deer Creek Hills and as needed at other preserve sites).

II. Program Administration (30% of the time)

- Distributes, archives, and files all required monitoring reports and property documents as per Land Trust Alliance Standards and Practices.
- Manage stewardship equipment, including service vehicles, tools, etc.
- Support the Stewardship Director, Administrative Director, Communications and Marketing Director, Acquisition Director, and Executive Director, as needed, to accomplish SVC's Land Stewardship and Communications programs. This support may include some fundraising event assistance and other as-needed tasks; such as assistance with newsletters, electronic news, budgeting, grants, etc.

II. Public Outreach (10% of the time)

- Help train and manage volunteers.
- Work with staff to ensure accurate and current donor data.
- Assist in communication of SVC's mission and share conservation accomplishments with the public by coordinating with Communications staff on social and print media.
- Assist in social media content creation.
- Respond to inquiries from the public, as needed, or when directed by the Administrative or Executive Director.

The Stewardship Specialist may fulfill other duties as assigned.

Qualifications

- Personal accountability under limited supervision.
- Strong communication (written and oral) and organization skills.
- Outgoing and friendly personality with the ability to meet new people easily and quickly earn confidence.
- A genuine interest and enthusiasm for land conservation, diverse land issues, and landowner views.
- Background in land stewardship, easement monitoring, RDM (residual dry matter), biological and/or botanical monitoring, public outreach or outdoor field guide or natural interpretive trips, managing consultants and habitat restoration/stewardship projects, administrative duties, and database management. Generalists with expertise or experience in a variety of these areas are preferred, as are people with experience in non-profit, land trusts, or related outdoor/nature organizations.
- Knowledge of California vegetation communities and wildlife, and land management practices.
- Experience in enlisting and working with volunteers to develop and implement service day projects.

- Ability to work with people of diverse backgrounds, including farmers, ranchers, biologists, property developers, and private landowners.
- Appreciation of diverse land issues and landowner views.
- Experience with rural property maintenance, related tools, and fence repair.
- Current CPR certificate (post-hire, if needed).
- A valid driver's license and proof of clean driving record are required.

Physical and Mental Work Demands

- Ability to hike energetically on uneven terrain and hills while carrying a backpack or hip pack with emergency first aid supplies and water (approx. 10-20 lbs).
- Ability to drive a 4WD vehicle and trailer on dirt roads, including mud, gravel, and water crossings.
- Must be willing to occasionally work outside in 100 temperatures as needed.
- Ability to perform a variety of property maintenance tasks and lift up to 50 lbs.
- Must be able to lead a diverse group of volunteers and hikers, including potential emergency response coordination on hikes, including basic emergency first-aid.
- Must be able to work on occasional Friday nights, and occasional weekends, especially for SVC Service Days and Special Events. All staff are asked to work approximately 8-10 weekend days a year.

Compensation

This is budgeted as a ½ time to a full-time position, depending on what is negotiated at the time of hire. Compensation starts at \$20-\$25 hourly, commensurate with experience, paid by actual hours worked during each pay period. Time will fluctuate during the year, depending on project activity. Flexible hours and benefits package include a 403b retirement account with a board-approved match (currently 4% of annual wages; as funding allows), optional medical benefits, sick leave, accrual of paid time off, holiday pay, worker's compensation, and state disability.

To apply, please email a resume, cover letter, and contact information for three professional references to khopkins@sacramentovalleyconservancy.org and ekellecrew@sacramentovalleyconservancy.org with "Stewardship Specialist" in the subject line. Applications are only accepted electronically. No phone calls, please. The position is available June 15, 2023 and is open until filled.

The Sacramento Valley Conservancy is an equal opportunity employer and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances of the state.