



WHATCOM

LAND TRUST

EST. 1984

JOB ANNOUNCEMENT: STEWARDSHIP PROJECT SPECIALIST

Location: 412 N. Commercial Street, Bellingham, WA 98225

Pay: \$22-25 per hour, non-exempt

Schedule: 40 hours per week, generally Monday through Friday, 8:30 a.m. - 5:00 p.m., with some weekend and evening hours. Some remote work is negotiable.

Benefits: These include, but are not limited to, competitive health benefits, 3% retirement contribution, 12 holidays, sick time, vacation hours that increase with tenure, and a cell phone stipend.

Posted: **April 22, 2025**. Open until filled. First screening date: May 20, 2025

About Whatcom Land Trust

Whatcom Land Trust is a nationally accredited non-profit organization with the mission to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship. Since 1984, the Land Trust has protected over 26,000 acres.

Position Summary

The Stewardship Project Specialist primarily supports the Land Trust's stewardship work under the supervision of the Stewardship Director. This position will primarily work in the office and is responsible for supporting the Stewardship team in GIS database management, integration of new database systems (such as Landscape), and coordinating various land management projects, including technical grant writing assistance, county, state and federal permit application assistance, tracking project milestones and deadlines, and assisting with coordinating contractors to complete designs, surveys, and project implementation. The ideal candidate will be proficient in ArcGIS Pro, very well organized, excellent in managing databases, have an understanding of the land permitting and grant writing process, have an understanding of PNW ecological systems, and be able to integrate new software systems that will support the Land Trust team.

Key Responsibilities

While this posting does not contain a comprehensive listing of activities, duties or responsibilities that are required of the employee, those that are most common presently are listed below. These may change or new ones may be assigned at any time with or without notice:

- Assist the Stewardship Director in coordinating larger scale restoration projects requiring permitting, including the currently planned 200-acre wetland and river enhancement project to restore the hydrology, ecological functions for multiple species, and to benefit existing Federally Endangered species.
- Assist in identifying, applying for, and completing necessary permitting, grant writing, and coordinating contractors offsite and onsite to implement restoration projects.
- Track milestones, progress, and deadlines of the permit-required restoration projects.

- Manage the Land Trust ArcGIS Pro database and develop processes for multiple users.
- Support the Land Trust Team in completing spatial analyses in ArcGIS Pro to assist with long-term land protection and management priorities, and to develop external mapping opportunities to communicate our work with the public.
- Integrate new software systems (e.g. Landscape) to improve the efficiency, effectiveness and integration of the Land Trust’s team work.
- Assist staff in other departments as needed to further the Land Trust’s mission, including assisting in updating policies and procedures, general administrative duties, and attending staff meetings.

Qualifications

- Degree in environmental or related field, or 2+ years relevant work experience.
- Passion for Whatcom Land Trust’s mission.
- Excellent time management, organizational, and database management skills.
- Strong technical written communication skills.
- Ability to work independently and as part of a team.
- Proficient with ArcGIS Pro.
- Competent with standard computer software, including Microsoft and Google suites.
- Ability to integrate new software systems.
- Have an understanding of PNW ecological systems and/or the willingness to learn.
- Ability to spend the entire workweek in the office.

Desired Qualifications

The best applicants will also have:

- Experience working at a nonprofit and/or an accredited Land Trust.
- Experience managing and integrating new systems.
- Experience in land permitting.
- Experience with technical grant writing.

To Apply

Email a cover letter, resume, and contact information for three references (ideally in a single PDF) to officemanager@whatcomlandtrust.org with “Stewardship Project Specialist” in the subject line. We will not contact your references without notifying you prior. You may also hand deliver your application if needed. Please include in your cover letter a description of your interest in working for Whatcom Land Trust, your qualifications for the position, and relevant experience. The position is open until filled and screening of applications begins May 20, 2025.

Whatcom Land Trust is an equal opportunity employer and does not discriminate in hiring based on state or federally protected classifications, including but not limited to race, color, national origin, ancestry, religion, creed, sex, pregnancy, sexual orientation, gender, gender identity, disability, use of trained service animal, honorably discharged veteran or military status, age or genetic information.