



WHATCOM
LAND TRUST
EST. 1984

JOB ANNOUNCEMENT: STEWARDSHIP COORDINATOR

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

Pay: \$23-25 per hour, non-exempt

Schedule: 40 hours per week, generally Tuesday through Friday, 7:00 a.m. - 5:30 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 floating holidays, sick time, vacation hours that increase with tenure, and a cell phone stipend.

Posted: October 21, 2025. Open until filled. First screening date applications due: December 1, 2025

About Whatcom Land Trust www.whatcomlandtrust.org

Whatcom Land Trust is a nonprofit and nationally accredited land trust working to conserve and care for Whatcom County's wild and working lands forever. Whatcom Land Trust protects vulnerable lands, conserves working farmland, forests, and functioning habitat, restores degraded habitat, adaptively manages lands, and engages community members and partners in conservation actions and stewardship. Since 1984, the Land Trust has protected over 26,000 acres.

Position Summary

The Stewardship Coordinator is one of two positions that primarily supports stewardship of Whatcom Land Trust (WLT) owned lands both in the field and in the office by conducting annual on-the-ground monitoring, reporting, filing, creating maps in ArcGIS, drafting Baseline Documentation Reports and Stewardship Plans, co-leading our seasonal Stewardship Technician crew, working with volunteers, and completing land management activities including boundary line marking, habitat maintenance and restoration, minor trail creation and/or maintenance, signage installation, and other activities as they arise. This position will further support the stewardship of WLT's Conservation Easement properties by completing a limited number of annual monitoring visits. Current total stewardship team responsibilities include the management of over 6,500 acres, working with over 115 landowners across approximately 10,000 acres, and working with the community to accomplish our mission.

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:

- Conduct on-the-ground annual monitoring, report creation, and recordkeeping for approximately half of WLT owned lands and with monitoring of limited conservation easement protected lands following Land Trust Alliance Standards and Practices.
- Implement small-scale ecological and land management projects on lands managed by WLT, such as invasive species removal, planting, maintenance, forest thinning, trail maintenance and creation, public access maintenance, boundary line marking, signage installation, and debris removal.
- Co-lead seasonal Stewardship Technician crew of three with Stewardship Coordinator counterpart to accomplish prioritized field work.
- Lead volunteers for stewardship activities including those in the Volunteer Land Steward program and those participating in Field Fridays.

- Use GIS, including creation of basic project maps and updating GIS shapefiles after collecting polygon, point and line data in the field.
- Draft management plans on WLT owned lands and draft Baseline Documentation Reports for newly acquired lands.
- Build and maintain positive relationships with property neighbors, donors, partnering organizations, and volunteers through project implementation and communication.
- Work closely with the entire Stewardship team and other departments as needed to further the Land Trust's mission and attend meetings.

Qualifications

- Degree in environmental or related field with at least one years' relevant work experience, or at least two years' relevant work experience.
- Ability to walk up to eight miles in a single day over rough terrain and navigate in remote areas year-round in all weather conditions, and occasionally carry 50 lbs or more and operate various power tools.
- Ability to use a computer for long periods of time (8-10 hours in a single day).
- Knowledge and experience with habitat restoration, trail, and/or land management techniques.
- Basic map orientation and interpretation skills, GPS and field marking and associated software applications, GIS data entry, or a strong willingness and ability to learn.
- Strong time management skills and the ability to prioritize tasks.
- Strong verbal and written communication, attention to detail, organizational skills.
- Ability to work with diverse people and develop positive working relationships with co-workers, landowners, agencies, and other partners and stakeholders.
- Valid driver's license.

Desired Qualifications

The best applicants will also have:

- Experience successfully leading others in accomplishing tasks.
- Experience or strong knowledge of habitat restoration, trail and land management techniques in the Pacific Northwest.
- Experience using ESRI ArcGIS and/or other mapping tools.
- Experience working with a non-profit or land trust.
- Experience with technical writing, recordkeeping and/or database management.
- Knowledge of the natural history of the Pacific Northwest.

To Apply

Email a cover letter, resume, and contact information for three references (ideally in a single PDF) to officemanager@whatcomlandtrust.org with "Stewardship Coordinator" 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 applications will be due December 1st, 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.