



## **Stewardship Assistant – Whatcom Land Trust**

412 N. Commercial Street, Bellingham, WA 98225

[www.whatcomlandtrust.org](http://www.whatcomlandtrust.org)

### **Mission:**

Whatcom Land Trust is a non-profit organization and is an accredited land trust. The mission of the Whatcom Land Trust is 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.

### **Position Summary:**

The Stewardship Assistant primarily implements stewardship work on Whatcom Land Trust owned lands under the supervision of the Stewardship Director. The Stewardship Assistant will assist the Stewardship Director with the implementation of day-to-day land management actions at the organization. This includes habitat maintenance and restoration, property monitoring and developing written reports, developing and implementing management plans, drafting Baseline Documentation Reports and Stewardship Plans, marking property boundary lines, volunteer and community outreach, assisting with volunteer coordination through Work Parties, Field Fridays and our Volunteer Land Steward Program, and scientific research. The Stewardship Assistant serves as part of a team to develop stewardship projects and upholds the Land Trust's stewardship obligations for land management. The Stewardship Assistant is also responsible for helping the organization build and maintain positive relationships with the public, volunteers, neighboring landowners, and partners.

### **Position Responsibilities:**

- Assist with annual monitoring, report creation, and recordkeeping for land trust owned properties and some conservation easement properties.
- Assist with implementation of appropriate ecological management projects on lands owned by the Land Trust such as invasive species removal, restoration project management, planting, maintenance and thinning, trail maintenance and installation, public access, and facility maintenance.
- Use GIS for stewardship program and organizational needs, including creation of project maps and updating GIS databases with new properties, management actions, trails and other improvements.
- Assist with planning and implementation of management plans on land trust owned properties and creation of Baseline Documentation Reports for newly acquired lands using digital photography, GPS, and GIS technologies.
- Assist Stewardship Director with due diligence research, obtaining legal documents, and evaluation of conservation values for new Land Trust owned properties and conservation easements.
- Assist with recruiting, training, organizing, and supervising volunteers for stewardship activities, including monitoring Land Trust conserved lands and participation through Work Parties and Field Fridays.
- Build and maintain positive relationships with property neighbors, donors, partnering organizations, and long-term volunteers through communications and events.
- Respond to general administrative duties, respond to inquiries, and attend staff meetings.
- Assist staff in other departments as needed to further the Land Trust's mission.

**Required Qualifications:**

- Bachelor's Degree in ecology, environmental or biological sciences, or natural resource related field.
- Knowledge of restoration ecology, protected land management techniques, and natural history of the Pacific Northwest, or a strong willingness and ability to learn.
- Willingness to attend weekend volunteer events, evening meetings, and some Saturday field days.
- Ability to communicate effectively, both verbally and in writing with landowners, the public, media, professional colleagues and governmental entities.
- Ability to work with diverse people and develop positive working relationships with co-workers, landowners, agencies, and other partners and stakeholders.
- Ability to be flexible, multi-task, perform under pressure, practical problem solving skills, and work both independently and as part of a team.
- Great attention to detail. Ability to organize and archive important files and documentation.
- Map orientation and interpretation skills, basic GIS mapping, GPS and field marking and associated software applications, or a strong willingness and ability to learn.
- Ability to walk several miles over rough terrain and navigate in remote areas; accessing remote areas of conservation properties often involves traversing rugged terrain and dense vegetation; and ability to lift materials weighing up to 50 lbs.
- Ability and willingness to learn how to safely operate and maintain tools, including brush-cutters, chainsaws, and various hand tools.
- Valid insurable driver's license.

**Desired Knowledge, Skills and Abilities:**

- Experience using ArcGIS software and GPS units.
- Experience in land management and habitat restoration.
- Knowledge of real estate and related documents, land protection techniques, and land conservation principles.
- Demonstrated knowledge of natural history (specifically natural communities) of northwest Washington, or a strong willingness and ability to learn.

**Compensation**

This position is currently full time hourly, \$15/hour, based in Bellingham.

Whatcom Land Trust provides competitive health benefits, retirement match, and vacation leave.

Reports to Stewardship Director and works with staff team.

**To Apply**

Email a letter of interest and resume (single PDF only), and contact information for minimum of three references to [OfficeManager@WhatcomLandTrust.org](mailto:OfficeManager@WhatcomLandTrust.org) with "Stewardship Assistant" in the subject line. We will not contact your references without notifying you first. Please include in your cover letter a description of your interest in, and qualifications for, this position, and where it might fit into your career objectives.

Screening of applications begins November 22<sup>nd</sup>, 2021. This position is open until filled.

*Whatcom Land Trust is an equal opportunity employer and does not discriminate in its selection of candidates for employment on the basis of race, color, national origin, religion, sex or sexual orientation, marital status, disability, age, military service, family medical history, legal source of income, gender identity, political affiliation, or family leave obligations.*