

Position Announcement Preserve and Volunteer Steward

The Little Forks Conservancy is seeking a highly-motivated, creative, organized and detail-oriented team player with a passion to serve our land conservation mission. The successful candidate must have excellent communication skills and the ability develop strong relationships with diverse stakeholders to achieve the Conservancy's goals.

Role Description: The Little Forks Conservancy is a dynamic land conservation organization whose purpose is the preservation of natural and cultural resources. The Steward holds a key position in support of the Conservancy's purpose, and is responsible for the management of Conservancy properties and volunteers involved in Conservancy programs. This position is a full-time, exempt position.

Duties and Responsibilities: The Preserve and Land Steward will perform the following tasks as part of their regular work schedule. Some evening and weekend work is expected.

Preserve Management: 60% of job content

- Develop and implement management plans for Conservancy-owned properties including, but not limited to maintenance of trails, construction of boardwalks and other structures, management of hunting program, completion of natural resource surveys, invasive species management, and habitat improvement projects.
- Oversee stewardship supplies, equipment, and storage including safe operation and maintenance of equipment and storage of chemical supplies.
- Ensure preserves are safe for users through identification and remediation of hazard trees, structures, and other safety concerns.
- Maintain files and databases of preserve activities, contacts, and violations of rules.
- Coordinate the Conservancy's Stewardship Committee meetings in conjunction with Stewardship Committee Chair.
- Assist with social media for stewardship.
- Lead or assist in interpretive hikes on nature preserves.

Volunteer Management: 25% of job content

- Train, develop, and manage volunteers by aligning their available time, skills, interests for volunteering to maximize their own experience and impact for the organization.
- Effectively facilitate communication between volunteers and Conservancy staff.
- Ensure volunteers are recognized for their efforts by coordinating volunteer events.
- Track volunteer hours and manage volunteer files.
- Manage training and workshops offered to volunteers and community members.

Other related tasks as assigned: 15% of job content

- Provide staff support for the Conservancy projects, programs and events.
- Represent the Conservancy at outreach events throughout our service area.
- Perform other tasks that support the Conservancy's mission.

Qualifications and Skills:

Required Qualifications:

- At least two years of relevant experience, preferably with a land trust or similar conservation organization.
- Must be able to effectively manage multiple projects at the same time.
- Knowledge of invasive plants and control remedies.
- Certifications in Pesticide Applicator's License and First Aid/CPR or willingness and ability to obtain them.
- Proficiency using maps, and familiarity with compass, handheld GPS, and digital photography.
- Able to lift up to 50 pounds and transport heavy objects safely.
- Available to work before and after normal business hours and on the weekends, as necessary.
- Valid Michigan driver's license and the ability to safely operate motor vehicles.
- Ability to work in uneven terrain, off trail, and in strenuous conditions.

Preferred Qualifications:

- Bachelor's degree in natural resource management, biology, restoration ecology, environmental science or a closely related field.
- Experience creating and implementing land management plans including experience with invasive species control, natural resource restoration, and trail development.
- Experience working with and managing volunteers.
- Ability to work safely with a variety of power tools.
- Experience securing and managing grant funding.
- Proficiency in MS Office Suite, ArcGIS, Landscape Conservation Software, GPS and field mapping techniques.
- Familiarity with flora, fauna and ecosystems of the Great Lakes region.

The Preserve and Volunteer Steward reports to the Executive Director, and works collaboratively with other Little Forks staff. Compensation range is between \$36,500 – \$40,500 depending on experience. Compensation package includes partially funded health care with dental and vision, life insurance and vacation, and a 3% matching 403 (b) retirement plan beginning on the first day of the first month following sixty (60) days of continuous service.

How to Apply: For consideration, submit a cover letter and resume to the following e-mail address: apply@littleforks.org. All documents should be in either PDF or Word document format. Only electronic submissions will be accepted. Applications will be accepted through December 12, 2022, or until the position is filled.

The Little Forks Conservancy, Inc. is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Little Forks is also committed to compliance with all fair employment practices regarding citizenship and immigration status.