

## **Job Title: STEWARDSHIP ASSISTANT**

**Location:** Vancouver, WA (or Astoria, OR for the qualified candidate)

**Duration:** Full Time, Permanent

### **SUMMARY**

Columbia Land Trust has conserved almost 28,000 acres along the lower 200 miles of the Columbia River since 1990, of which 17,000 of these acres are cared for by the Land Trust stewardship program. The Columbia Land Trust Stewardship Assistant supports the stewardship and administration of conservation properties throughout the Land Trust's region. The Stewardship Assistant is part of a seven staff member stewardship team and is primarily responsible for supporting the implementation of site management plans through maintenance and restoration activities, and supporting the completion of annual monitoring and documentation. The position is based in the Land Trust's Vancouver, Washington office (potentially based in Astoria, OR for the qualified candidate) with frequent travel throughout the region to complete site work. A significant portion of this position's work duties are field oriented and are often labor intensive requiring a strong ability to work safely and independently in remote areas. This position has the opportunity to work on a wide range of conservation properties affecting meaningful change on the ground.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

In general, the Stewardship Assistant works with stewardship staff supporting the implementation of stewardship activities related to conservation land management including weed control, forest management, and habitat restoration.

Tasks and Responsibilities include:

- Implement mechanical and chemical weed control. Mechanical control is typically accomplished with loppers, weed wrenches, mowers and string trimmers. Herbicide application is typically accomplished with a backpack sprayer or ATV mounted sprayer.
- Implements or coordinates with volunteers or contractors to implement restoration work including revegetation of disturbed areas, demolition of derelict structures, site clean-up, prescribed fire, etc.
- Install or maintain infrastructure including gates, fences, signs, trails, roads, buildings, etc.
- Assists in monitoring and documenting restoration construction activities implemented by contractors.
- Chainsaw use to thin small timber, clear roads and trails, and clear vegetation.
- Conduct site monitoring visits for annual compliance monitoring and documentation according to Land Trust standards and practices.
- Collect data for ecological monitoring including weed presence, habitat communities, plant survival, river/tidal channel dimensions, vegetation composition, sediment dynamics, water quality and wildlife use.
- Operate 15-18 foot boats or non-motorized watercraft to access riparian sites along the Columbia River and estuarine bays.
- Assist with equipment repair and maintenance including boats, vehicles, ATV, power tools, spray equipment and hand tools. Maintains equipment storage facility in good working order.
- Assist with Land Trust hunter access program.
- Develops and maintains productive relations with landowners, neighbors, communities and conservation partners.
- Supports the preparation of permit applications and other regulatory compliance documentation for restoration projects and associated stewardship activities requiring documentation (i.e. herbicide use, Class A weed control, etc.).
- Use GIS, as needed, to map and document completed work.
- Provides administrative support including maintenance of property records, securing critical documents, and applying for and maintaining property tax status.
- Work with a proprietary stewardship database tracking property information and stewardship tasks.

- Work collaboratively in a team environment with a spirit of cooperation.
- Displays strong communication skills required in working with contractors, political figures, agencies, stakeholders and co-workers. Includes the ability to communicate effectively and remain calm and courteous under pressure.

## **QUALIFICATIONS**

The Stewardship Assistant candidate should have, as a minimum, an Associates degree in resource management, biology or ecology and one year experience in natural resources management; or two to four years conservation work or natural resource management experience and/or training; or equivalent combination of education and experience. The Assistant must have a strong capability for implementing field work as well as organizational and professional skills. Equally important is a genuine enthusiasm for conservation and, in particular, the mission, goals and values of Columbia Land Trust. The qualified person will have: general knowledge of the ecology of the Columbia River region; familiarity with habitat management and restoration strategies; experience working with volunteers; the ability to work independently, outdoors in inclement weather, under physically demanding conditions; and, an ability to be flexible, adaptable and maintain a positive attitude. Ability to utilize GPS, Data Loggers and Geographic Information System software is also valuable. Basic computer skills required.

A valid driver's license is required. Comfort with herbicide application, operation of boats and ATVs, and use of hand held power equipment is required. Any required certification and training for the position will be provided by Columbia Land Trust.

### **Compensation:**

- Competitive and commensurate with experience. Anticipated range (hourly equivalent) \$37,000-\$41,000/year.
- Competitive benefits package including health insurance, retirement and paid leave.

### **Application Instructions:**

Submit the following documents no later than **5:00 PM February 9, 2015** (in PDF format if emailed):

- Cover letter
- Resume
- References (including phone number and contact instructions)

Applications should be submitted to:

Ian Sinks, Stewardship Director  
Columbia Land Trust  
1351 Officers Row  
Vancouver, WA 98661  
[isinks@columbialandtrust.org](mailto:isinks@columbialandtrust.org)

More information about Columbia Land Trust can be found at [www.columbialandtrust.org](http://www.columbialandtrust.org)

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