



## **Job Title: STEWARDSHIP ASSISTANT**

**Salary Range:** \$37,000-\$44,000 (\$17.79-\$21.15/hour)

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

**Reports to:** Natural Area Manager

**Duration:** Full Time, Permanent

Columbia Land Trust is seeking a **Stewardship Assistant** to join its conservation team!

Columbia Land Trust is an equal opportunity employer and committed to building a diverse workforce. We are [committed to equity](#) as a core organizational value. Applicants should be able to demonstrate a commitment to issues of diversity, equity, and inclusion. Applicants from diverse backgrounds, experiences, and identities are encouraged to apply.

Columbia Land Trust is dedicated to conserving and caring for the lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In its first 27 years, Columbia Land Trust has permanently conserved more than 44,000 acres, and has restored thousands of acres for the benefit of both wildlife and local communities. Today, the Land Trust is nationally recognized as a leader in conservation.

Columbia Land Trust recently embarked on a 25-year plan to conserve the lower Columbia River's last, best places by blending rigorous science and community partnerships. The conservation agenda outlines objectives for protecting and restoring wildlife habitat and natural resources across five varied regions, from the wetlands and old-growth forests of the Coast Range and Estuaries to the sagebrush-steppe of the Columbia Plateau and everywhere in between. Core to the conservation agenda is a commitment to supporting a more inclusive and equitable conservation movement, arriving at common ground conservation solutions. Together, we are protecting a future that is thriving, prosperous, and wild.

Columbia Land Trust's headquarters are located on the campus of Fort Vancouver, WA, just across the Columbia River from Portland, OR. The Hood River office is located in downtown Hood River. For more information about the Land Trust, visit our website at [columbialandtrust.org](http://columbialandtrust.org).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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 nine staff member stewardship team managing over 20,000 acres of conservation land. The Assistant will be 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 ideally based in the Land Trust's Hood River, Oregon office (potentially based in Vancouver, WA 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 effecting meaningful change on the ground.

In general, the Stewardship Assistant works with stewardship staff supporting the implementation of stewardship activities related to conservation land management including weed control, revegetation, forest management, infrastructure maintenance, and habitat restoration. Columbia Land Trust is prepared to support the training necessary to ensure the qualified candidate has the skills to safely and effectively accomplish the needed work.

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.
- Implement or coordinate 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.
- Assist in monitoring and documenting restoration construction activities implemented by contractors.
- Operate chainsaw to thin small timber, clear roads and trails, and clear vegetation.
- Conduct site monitoring visits for annual compliance monitoring and complete 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.
- Assist with equipment repair and maintenance including boats, vehicles, ATV, power tools, spray equipment and hand tools. Maintain equipment storage in good working order.
- Assist with Land Trust hunter access program.
- Develop and maintain productive relations with landowners, neighbors, communities and conservation partners.
- Support 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.
- Provide 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.
- Display solid communication skills required in working with members of the public, contractors, agencies, stakeholders and co-workers. Includes the ability to communicate effectively and remain calm and courteous under pressure.

## QUALIFICATIONS

The Stewardship Assistant candidate will ideally have an Associate's degree in resource management, biology or ecology and one year experience in natural resources management; **or** two to four years natural resource or land 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.

**Columbia Land Trust is prepared to support the training necessary to ensure the qualified candidate has the skills to safely and effectively accomplish the needed work.** 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 Columbia River region; familiarity with land and habitat management; experience working with volunteers; the ability to safely work independently, outdoors in inclement weather, under physically demanding conditions; and, an ability to be flexible, adaptable and maintain a positive attitude. Longer days and driving to remote locations is a regular part of this work. Basic computer skills required.

A valid driver's license is required. The Land Trust provides mileage reimbursement for use of personal vehicles, and has organizational vehicles available if 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.

### **SALARY AND BENEFITS**

Columbia Land Trust offers a competitive salary, comprehensive benefits package and a supportive and positive work environment. This position qualifies for overtime pay when required. The Land Trust benefits package includes generous paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance for the full time employee; voluntary benefits include a Section 125 - FSA and long-term disability. We also offer a generous match (up to 5% of annual salary) to our 401(K) retirement plan. Employees are allowed to bring well-behaved dogs to work. Healthy, happy staff are an important element of our success and we strongly believe and support a work / life balance.

### **APPLICATION INSTRUCTIONS**

For consideration, please email a cover letter highlighting relevant experience, your resume, and a list of potential references (we will not contact without prior notification) to:  
[jobs@columbialandtrust.org](mailto:jobs@columbialandtrust.org).

Applications for this position will be accepted through Monday **February 18, 2019**.

Mailed applications can be submitted to:

Ian Sinks, Stewardship Director

Columbia Land Trust

850 Officers Row

Vancouver, WA 98661

*Columbia 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.*