



Job Title: STEWARDSHIP ASSISTANT

Location: Vancouver, WA
Salary Range: \$18.40-\$22.00/hour (\$38,250-\$45,760 annual equivalent)
Reports to: Natural Area Manager
Duration: Full Time, Permanent
Application Deadline: January 10, 2021

Columbia Land Trust is seeking two **Stewardship Assistants** to join its team!

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 50,000 acres of fish and wildlife habitat, forestland, and farmland, and has restored thousands of acres for the benefit of both wildlife and local communities. Core to our conservation work is a commitment to supporting a more inclusive and equitable conservation movement achieving common ground conservation solutions. Together, we are protecting a future that is thriving, prosperous, and wild.

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. We encourage Black, Indigenous, and People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply for this opportunity. We strongly encourage graduates from internship programs focused on increasing racial and cultural diversity in the conservation movement to apply for these positions.

Columbia Land Trust's headquarters are located on the campus of Fort Vancouver near downtown Vancouver, WA, just across the Columbia River from Portland, OR. Additional offices are located in Hood River and Astoria, Oregon. For more information about the Land Trust, please visit columbialandtrust.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Stewardship Assistants will support land stewardship work to maintain and enhance the conservation values of protected properties across the Land Trust's region. The Stewardship Assistants will be part of the 13-member Stewardship Team, which manages over 30,000 acres of conservation lands including natural areas, parks and open spaces, and private lands where the Land Trust holds legal agreements. The Stewardship Assistants will support the Stewardship Team in implementing land stewardship activities such as weed control, revegetation, forest management, infrastructure maintenance, habitat restoration, and property administration. This position has the opportunity to do on-the-ground work across a wide range of urban and rural landscapes, caring for nature in a way that will benefit both people and wildlife.

The position is based in the Land Trust's Vancouver, WA office with frequent travel throughout the region to complete site work, traveling up to two hours one-way with occasional overnight stays. During the COVID pandemic, the Land Trust's offices are closed and staff are working from home. Stewardship assistants will be provided with the technology and equipment needed to effectively work from home. A significant portion of this position's work duties will take place at field sites and are often labor-intensive, requiring the ability to work safely and independently in remote areas as well as urban environments. This is a position for someone interested in land stewardship and conservation, committed to equity, and who wants to build their skills and knowledge. As an entry-level position, the Stewardship Assistant will receive regular training, guidance, and mentoring from other Stewardship Staff and will have the opportunity to grow their skills during their time in this position.

For the Stewardship Assistant positions, we anticipate hiring two individuals with complementary skills and experience to support different, but overlapping, areas of work. For example, we may hire one position that is more focused on-site work (e.g. weed control, infrastructure maintenance, equipment maintenance, planting, etc.) and a second position that is more focused on monitoring and property administration (e.g. annual site visits and report-writing, managing data and photos, communication with private landowners, managing public access, etc.). Both positions will work collaboratively with other staff as well as independently in the field and office. Columbia Land Trust has COVID-19 precautions for both field and office work that all staff are expected to follow.

Tasks and Responsibilities for both positions include:

- Conduct annual site monitoring visits to Land Trust conservation lands. Document the visits with written reports and photos in an online database.
- Implement weed control, either mechanically with hand tools (e.g. loppers, weed wrenches), mowers, or string trimmers, or chemically with herbicide application (e.g. backpack sprayer or ATV-mounted sprayer).
- Work independently or with volunteers or contractor crews to implement habitat restoration work including planting or seeding, maintaining plantings, garbage clean-up, forestry work, site mapping, etc.
- Install, maintain, or demolish/decommission infrastructure including gates, fences, signs, trails, roads, buildings, etc.
- Assist in monitoring and documenting restoration activities implemented by contractors.
- Safely operate a variety of vehicles, including work truck with trailers and ATVs, to move equipment and travel around work sites.
- Operate a chainsaw or other power tools to thin small timber, clear roads and trails, and clear vegetation.
- Collect data for ecological monitoring such as native or invasive plant mapping, plant survival, stream channel dimensions, water quality, water levels, or wildlife presence.
- Operate 15-18 foot boats or non-motorized watercraft such as canoes and kayaks to access sites along the Columbia River.
- Assist with equipment repair and maintenance including boats, vehicles, ATVs, power tools, herbicide spray equipment, and hand tools. Maintain equipment storage area in good working order.

- Assist with managing hunting permits on Land Trust lands.
- Support relationships with private landowners, neighbors, communities, and conservation partners.
- Support documentation of regulatory compliance for restoration projects and associated stewardship activities (i.e. herbicide use, Class A weed control, etc.).
- Use GIS software to map and document completed work.
- Provide administrative support including maintaining and filing property records, tracking property taxes, and documenting projects.
- Use the Land Trust's online database to track property information and stewardship work.
- Support volunteer events and engagement.
- Participate in the Land Trust's on-going diversity, equity, and inclusion work

Schedule: 40 hours per week, which may include long days of up to 12 hours with occasional overnight travel. Overtime pay will be provided for any work over 40 hours per week. A flexible work schedule or part-time (0.75 to full time) position will be considered.

QUALIFICATIONS

Columbia Land Trust expects that applicants for this position will have skills and experience with some of the work listed above, or with other similar work. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. Columbia Land Trust is prepared to support the training necessary to ensure the qualified candidates have the skills to safely and effectively accomplish the work.

To thrive in this job, the Assistants should have:

- A background in land stewardship, resource management, biology, or ecology, either through experience or education/training.
- A desire to learn new skills and gain knowledge related to conservation land management.
- A strong capability for safely implementing field work under difficult conditions. Ability to lift and carry materials up to 40 pounds.
- An ability to communicate with staff, members of the public, contractors, agencies, and project partners. Includes the ability to communicate effectively and remain calm under pressure.
- An ability to work productively with people from racially and culturally diverse backgrounds.
- An ability to work collaboratively in a team environment with a spirit of cooperation.
- Strong organization skills to identify, prioritize, schedule, and prepare for work activities in coordination with other staff and a supervisor.
- Basic computer skills, including Microsoft Word and Excel software, write basic reports, manage files, and the ability to learn and use an online database.
- The ability to collaborate with other staff in a remote office setting, including regular email communications, and participating in virtual meetings.
- A genuine enthusiasm for conservation and the mission, goals, and values of Columbia Land Trust.

Longer days and driving to remote locations is a regular part of this work. A valid driver's license is required and applicants who are offered a position will be asked to consent to a driving record review. The Land Trust provides mileage reimbursement for use of personal vehicles and has organizational vehicles available as needed. Comfort with herbicide application, operation of

boats and ATVs, and use of handheld power equipment will be required with training and practice provided by Columbia Land Trust.

SALARY AND BENEFITS

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

APPLICATION INSTRUCTIONS

To be considered for the stewardship assistant position, please email a cover letter highlighting relevant experience, your resume, and a list of three references to jobs@columbialandtrust.org. We will not contact your references without notifying you first. Please include the following in your cover letter:

- A description of your interest in this position and where it might fit within your career plans;
- Your commitment to and experience with diversity, equity, and inclusion;
- Whether you are most interested in a position focused on site work or a position focused on monitoring and administration, as described above (if you have no preference, you don't need to include this); and,
- If you would like to be considered for a part-time position rather than a full-time position.

Applications for this position will be accepted through **January 10, 2021**.

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.