



## **Job Title: NATURAL AREA MANAGER**

**Location:** Vancouver, WA  
**Salary Range:** \$56,000 – \$67,000 annual salary  
**Duration:** Full Time, Permanent  
**Application Deadline:** March 28, 2021

Columbia Land Trust is seeking a **Natural Area Manager** 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 30 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, People of Color, LGBTQ+ people, and people from groups who are underrepresented in conservation spaces to apply for this opportunity.

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](http://columbialandtrust.org).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Natural Area Manager will be part of the 14-member Stewardship team, which manages approximately 30,000 acres of conservation lands including natural areas, parks and open spaces, and private lands where the Land Trust holds legal agreements, including conservation easements. This natural area manager position will be responsible for the management of 38 management units located in SW Washington totaling approximately 4,000 acres, with sizes of each unit ranging from less than 10 acres to more than 1,200 acres. These conservation lands are also ecologically diverse to include tidal floodplain wetlands, riparian corridors, urban green spaces, and west cascade forests. The position will work in coordination with, and with the support of, other team members.

The primary purpose of the stewardship program is to maintain and enhance the conservation values of protected properties across the Land Trust's region. The Natural Area Manager will lead site level management, provide support to the stewardship program and staff in other

ecoregions, help ensure compliance with national Land Trust Alliance standards and practices, and provide support to the Land Protection and Advancement programs. Specific areas of work are described below:

### **Land Management and Administration**

The Natural Area Manager will currently be responsible for the management and administration of 38 stewardship units. These units are comprised of natural areas, nature parks, conservation agreements, and conservation easements. Land management and administration work includes planning and implementing management for units, ensuring management is consistent with conservation goals for each site, documenting work accomplishments, and maintaining the legal integrity of the conservation interest. Management responsibilities will vary by site but will encompass a variety of tasks including:

- Property administration and data management including property information management, tax and parcel information, documenting site work, regulatory compliance documentation, and managing property use and access permissions;
- Annual compliance monitoring on all units, including conservation easements;
- Resolve easement violations or other property issues such as boundary encroachments, dumping, and unauthorized public use;
- Property maintenance activities including vegetation management and weed control, infrastructure (roads, structures, gates, signs, etc.), and habitat enhancement activities;
- Project-level effectiveness monitoring as well as monitoring ecological condition and trends on properties;
- Relationship building with private landowners, neighbors, communities, and conservation partners such as agencies, non-profits and tribes;
- Annual work plan and budget planning support; and,
- Support and coordinate other stewardship staff in site work.

### **Habitat Restoration**

To achieve site conservation goals, the Land Trust implements habitat restoration work ranging from vegetation control and planting, to removing levees and restoring in-stream habitat complexity, to implementing silvicultural prescriptions to enhance forest stand development. This position will be involved with several properties where active restoration work is underway, including one large forest restoration project. The natural area manager provides project planning and design, fundraising support (including grant writing), project management (budgets, contracts, project reporting, etc.), support for regulatory approval and compliance, and outreach to stakeholders and local communities for restoration projects. Project effectiveness monitoring is integral to habitat restoration projects and is part of the Land Trust's adaptive management approach. Additionally, the natural area manager may implement experimental trials to evaluate potential habitat restoration strategies.

### **Land Protection Support**

Natural area managers work closely with land protection staff to evaluate new properties for conservation. This includes identifying conservation values, identifying stewardship concerns, budgeting for land management or restoration, documenting baseline conditions, providing input and review of conservation agreements, and supporting grant applications for property acquisition. Natural area managers also work closely with land protection and legal staff to resolve certain types of property issues that require legal transactions, such as amending legal agreements, creating new agreements, or land transfers. This position will contribute to

conservation planning with stewardship and land protection staff from across the organization. It is anticipated that during the first year, the natural area manager will work with land protection staff to amend a conservation easement, resolve road access questions, and support the acquisition of several new conservation properties that will ultimately need management plans prepared.

### **Outreach and Engagement**

The Natural Area Manager will support the Land Trust's outreach and engagement programs to build awareness and support of land conservation. This includes working with a volunteer coordinator to plan and implement volunteer activities on lands; supporting the Advancement program with land tours, events, and outreach materials; building and maintaining relationships with stakeholders; and collaborating on community engagement projects with the Engagement Program Manager.

### **Organizational Support**

Land Trust staff also support a broad range of organizational activities ranging from participation in meetings with the Land Trust's Board of Directors; learning about the Land Trust's Diversity, Equity and Inclusion (DEI) work and participating in staff discussions; involvement on staff committees such as the Diversity, Equity and Inclusion Committee or Safety Committee; and participation in fundraising activities.

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-19 pandemic, the Land Trust's offices are closed and staff are working from home. Staff are 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 can be labor-intensive, requiring the ability to work safely and independently in remote areas as well as in urban environments. Columbia Land Trust has COVID-19 precautions for both field and office work that all staff are expected to follow.

### **QUALIFICATIONS**

Columbia Land Trust expects applicants will have skills and experience with relevant to the work listed above, or with similar work. However, applicants are not expected to have experience in all of these tasks in order to apply for the position. The ideal candidate will have a good foundation in ecology, experience with natural area management and/or restoration, project management experience, problem solving skills, and an ability to work collaboratively with a wide range of partners. Columbia Land Trust is prepared to support the training necessary to ensure qualified candidates have the skills to safely and effectively accomplish the work.

To thrive in this job, the qualified candidate will have the qualifications listed below.

- A background in land stewardship, resource management, biology, ecology, or traditional ecological knowledge, equivalent to six years either through related experience or education/training.
- An ability to prepare management plans, grant applications and reports, and other technical documents.
- An ability to assess habitat conditions using general ecological knowledge and specific habitat assessment protocols.

- Project management experience including developing and managing project budgets, working with partners, developing and managing contracts for consulting or contractor services, project documentation, and public outreach.
- An ability to identify plants and wildlife of the Columbia River region using dichotomous keys and field guides.
- An ability and willingness to chemically control weeds, and obtain a pesticide applicators license.
- A strong capability for safely implementing field work under difficult conditions, often independently. Ability to lift and carry materials up to 40 pounds, utilize a variety of hand tools and powered equipment, and learn to operate vehicles including ATVs, trucks, and watercraft.
- An ability to establish protocols and collect data for effectiveness monitoring and ecological monitoring such as native or invasive plant mapping, plant survival, stream channel dimensions, water quality, water levels, or wildlife presence.
- An ability to communicate effectively with staff, members of the public, contractors, agencies, and project partners in a variety of circumstances.
- Strong organization skills to identify, prioritize, schedule, and prepare for work activities in coordination with other staff and a supervisor.
- Competency with common computer programs, including Microsoft Word and Excel.
- An ability to learn and use GIS, GPS, field data collection technology, and 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 desire to learn new skills and gain knowledge related to conservation land management.
- An ability to work productively with people from racially and culturally diverse backgrounds. The candidate must demonstrate a commitment to diversity, equity and inclusion through personal learning, implementing work practices that support equity and inclusion, and willingness to support the Land Trust's equity commitments.
- Enthusiasm for conservation and the mission, goals, and values of Columbia Land Trust.

Longer days and driving to remote locations are 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 as needed.

### **SALARY AND BENEFITS**

Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. 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 Natural Area Manager position, please email a cover letter highlighting relevant experience, your resume, and a list of three references to [jobs@columbialandtrust.org](mailto: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, and qualifications for, this position, and where it might fit within your career objectives; and,
- Your commitment to, and experience with, diversity, equity, and inclusion.

Applications for this position will be accepted through **March 28, 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.*