Columbia Land Trust is seeking a part to full-time Stewardship Program Assistant to join its dynamic 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 60,000 acres and restored thousands of acres across our ecologically diverse region, for the benefit of both wildlife and communities. Today, the Land Trust is nationally recognized as a leader in conservation. The work of Columbia Land Trust is guided by a 25-year conservation plan to conserve the highest priority landscapes on the lower Columbia. This Conservation Agenda is rooted in science and relationships, and outlines objectives for protecting and restoring wildlife habitat and natural resources across five ecoregions, from the wetlands and old forests of the Pacific Coast and Columbia River Estuary to the sagebrush steppe of the Columbia Plateau.

Core to the Conservation Agenda is a commitment to supporting inclusive, equitable, and just conservation through diverse collaborations and thoughtful land management practices. 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. Applications 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.

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 White Salmon, Washington and Astoria, Oregon. For more information about the Land Trust, please visit cumbialandtrust.org.
ESSENTIAL DUTIES AND RESPONSIBILITIES

The **Stewardship Program Assistant** provides general support services to the Stewardship Director and team, including general office support, invoice and contract workflow support, meeting coordination and documentation, project administrative support, asset tracking (keys, vehicles, contracts, etc.), issuing permits, data entry, document preparation, and support of systems organization and procedure development. This person will also provide some support to the 5-person Land Protection team assisting with property transactions and other administrative support.

The position is based in the Land Trust’s Vancouver, WA office. This position will be expected to be in the office regularly but may still be able to work from home 2-3 days a week. Technology and equipment needed to work effectively from home will be provided.

**Internal Organization and Communication Roles:**
- Supports writing, formatting, and aggregating content for stewardship operational policies, procedures, and systems.
- Supports scheduling, logistics, agenda development, and meeting notes.
- Supports tracking, managing, and ushering various documentation through to completion including property records, staff work plans and review documentation, safety compliance, and off-site record storage.
- Communicates and coordinates with staff, contractors, partners, and the public.
- Copy edits and formats documents to conform to templates and style guidelines.
- Conducts research and handles purchases of supplies and equipment.
- Supports the organization and management of stewardship electronic file systems.
- Makes travel arrangements for stewardship staff as requested.
- Supports mailings, checks mailbox weekly, and distributes accordingly.
- Tracks inventory for stewardship field supplies & safety supplies
- Supports other administrative duties as assigned.

**Financial/Grant Reports and Data Management Roles**
- Supports grant and other project reporting through drafting summary of work progress and budget information with support from Finance and project staff.
- Supports contract processing, management, tracking, and coordination.
- Generates financial program reports using financial database system.
- Creates spreadsheets to support data analysis and tracking.
- Conducts data entry into online databases to track expenses, reimbursement requests, credit card reconciliation, and other data.

**Land Management Administrative Support Roles**
- Land management and restoration project support to include meeting support, project timeline and budget tracking, project permitting, contract tracking, and project purchasing.
- Acts as a point of contact for property access requests and other general stewardship inquiries from the public.
- Tracks and supports land leases and use agreements.
• Supports tracking of property information, uses data for various reporting and reconciliation needs.

**Facilities and Asset Tracking Roles**

• Supports office, facilities, and property infrastructure management.
• Manages program property access system (key tracking, distribution, and partner agreements).
• Supports vehicle and equipment management including registration, mileage sheets, insurance, maintenance logs, etc.

**SCHEDULE**

32 to 40 hours per week with overtime pay provided for any work over 40 hours per week. A flexible work schedule or part-time position (32–40 hours) will be considered.

**QUALIFICATIONS**

Columbia Land Trust expects that applicants will have skills and experience with a majority 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 orientation necessary to ensure qualified candidates have the ability to effectively accomplish the work within three months of the hire date. Accommodation may be made to enable individuals with disabilities to perform essential functions.

Candidates are invited to demonstrate professional or related life experience related to the qualifications below. To thrive in this job, the Stewardship Program Assistant must have:

• Strong organizational skills with an ability to effectively manage multiple tasks simultaneously, with regular interruptions.
• Ability to synthesize and summarize information regarding policies, practices, and procedures into written documentation.
• Ability to learn and utilize financial, administrative and land management database applications.
• Attention to detail and ability to track and meet deadlines.
• Ability to independently intake problems and provide solutions and support.
• An ability to work collaboratively and effectively in a team environment.
• An ability to communicate with staff, Board members, donors, contractors, agencies, and project partners, and the general public. Includes the ability to communicate effectively and remain calm under pressure.
• An ability to draft correspondence and project summaries, and review and edit documents including formatting to style guidelines.
• Highly proficient with Microsoft Office Suite and Adobe Acrobat.
• Experience in providing basic technological support.
• The ability to collaborate with other staff in a remote office setting, including regular email communications, Teams communications, phone calls, and participating in virtual meetings.
- The ability to periodically travel to remote offices.
- An ability to work productively with people from racially and culturally diverse backgrounds.
- Experience engaging in personal or organizational diversity, equity, and inclusion work.
- A genuine enthusiasm in the mission, values and work of Columbia Land Trust.

**SALARY AND BENEFITS**

Columbia Land Trust offers a competitive salary, comprehensive benefits package, and a supportive and positive work environment. The Land Trust benefits package includes a generous paid vacation, holidays, and sick leave. Columbia Land Trust pays 100% of health and dental insurance for full-time employees (pro-rated for part-time employees); voluntary benefits include a Section 125 - FSA (Flexible Spending Account) 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.

**ORGANIZATIONAL COVID-19 VACCINATION INFORMATION**

Columbia Land Trust requires its employees to receive the COVID-19 vaccination and booster and have practices in place to mitigate exposure. Reasonable accommodations will be made for individuals who are unable to receive the vaccine due to a medical condition or religious belief.

**APPLICATION INSTRUCTIONS**

To be considered for the Stewardship Program Assistant position, please email a cover letter and resume to jobs@columbialandtrust.org. Please include the following in your cover letter:

- A description of your interest in this position within Columbia Land Trust, including what makes you well suited for the role.
- Your commitment to and experience with issues related to diversity, equity, and inclusion.

We hope to fill this position by September 2023. Applications will be reviewed as they are received, and applicants are strongly encouraged to submit materials as soon as possible.

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.