

# Stewardship Associate

## Washington Conservation Corps (WCC) Individual Placement (IP)

Temporary Internship Position from October 3, 2016 through September 15, 2017



**WHATCOM LAND TRUST**  
Protecting the Nature of Whatcom County

412 N. Commercial Street, Bellingham, WA 98225

[www.whatcomlandtrust.org](http://www.whatcomlandtrust.org)

### **Mission:**

The mission of the Whatcom Land Trust (WLT) is to preserve and protect wildlife habitat, scenic areas and agricultural land in Whatcom County for future generations by securing interests in land and promoting land stewardship.

### **Position Summary:**

The Stewardship Associate implements stewardship work on WLT conserved lands under the supervision of the Director of Stewardship. The Stewardship Associate will assist the Director of Stewardship with the implementation of day-to-day land management actions at the organization, including: ecological habitat maintenance and restoration; scientific research; management plan development and implementation; volunteer and community outreach; and environmental education. The Stewardship Associate works as part of a team to develop stewardship projects and upholds the Land Trust's stewardship obligations for land management. The Stewardship Associate is also responsible for helping the organization build and maintain positive relationships with the public, neighboring landowners, and partners and works closely with other staff to implement stewardship work.

### **Duties and Responsibilities**

- Assist with annual monitoring and record keeping for land trust owned properties and conservation easements.
- Assist with planning and implementation of management plans on WLT preserves and conservation easements.
- Assist with implementation of appropriate ecological management projects on lands owned by WLT such as invasive species removal, restoration project management, planting, maintenance and thinning, trail maintenance and installation, public access, environmental education, and facility maintenance.
- Use GIS for stewardship programs and organizational needs, including creation of project maps and updating GIS databases with new properties, management actions, trails and other improvements.
- Assist Director with due diligence research, and evaluation of conservation values for new fee title preserves and conservation easements.
- Prepare baseline documentation and management plans using digital photography, GPS, and GIS technologies.
- Assist with recruiting, training and supervising volunteers for stewardship activities for monitoring WLT conserved lands. Build and maintain positive relationships with property neighbors, donors, and long-term volunteers through communications and events.
- Respond to general administrative duties, respond to inquiries, and attend staff meetings.
- Assist WLT staff in developing marketing, outreach, environmental education, and public use materials for land trust conserved lands.

**Required Qualifications:**

- College degree in natural resources, restoration ecology, environmental or biological sciences.
- Ability to communicate effectively, both verbally and in writing with landowners, the public, media, professional colleagues and governmental entities.
- Knowledge of restoration ecology and protected land management techniques.
- Knowledge of natural history (specifically natural communities) of northwest Washington, or a strong willingness and ability to learn.
- Map orientation and interpretation skills, GIS mapping, GPS and field marking and associated software applications.
- Willingness to attend evening and weekend meetings and events with volunteers.
- Ability to work independently and collaboratively, under general supervision of the Director of Stewardship and cooperatively with other staff and committees.
- Attention to detail. Ability to organize and archive important files and documentation.
- Ability to walk several miles over rough terrain and navigate in remote areas. Access remote areas of conservation properties sometimes involving traversing rugged terrain and dense vegetation.
- Lift and maneuver materials and equipment weighing up to 50 lbs.
- Ability to safely operate and maintain brush-cutters, chainsaws, and hand tools.
- Valid insurable driver's license.

**Desired Knowledge, Skills and Abilities:**

- Outgoing and diplomatic personality with the ability to develop relationships with people from diverse backgrounds and world views.
- Ability to represent WLT and respond to general inquiries.
- Knowledge of the theories, practices, principles and techniques of land conservation and stewardship.
- Knowledge of the federal, state and local laws, standards, codes, regulations and procedures which affect private land conservation.
- Knowledge of natural systems. Ability to identify plant and animal species in the Puget Sound and North Cascades eco-region.
- Ability to read legal descriptions and locate property boundaries on the ground.
- Familiarity with standard field sampling techniques and data management, including digital photography and GPS data collection and management.
- Knowledge of GIS systems, particularly ArcView 10.1.
- Ability to use MS Office, including Word, Excel, PowerPoint and Outlook. Basic experience with database management and advanced computer functions including navigating the Internet.
- Attention to detail. Ability to meet deadlines and juggle multiple tasks.

**To apply: please send resume and cover letter to [stewardship@whatcomlandtrust.org](mailto:stewardship@whatcomlandtrust.org) AND complete WCC application at <https://fortress.wa.gov/ecy/wccapp/>**

**Important WCC Specific Details:**

**Compensation:** Washington State Minimum wage (**\$9.47**/hour) plus AmeriCorps Education Award (**\$5,775** dollars after successful completion of term)

**Start Date:** October 3, 2016

**End Date:** September 15, 2017 for 10-hour/day schedule OR September 16 for 8-hour/day schedule

**Age Restrictions:** Applicants must be 18 to 25 years old at time of hire\*

**WCC Job application is required** (in addition to optional sponsor-specific application instructions):

<https://fortress.wa.gov/ecy/wccapp/>

*\*Age restrictions are based on legislative mandate, limited exceptions may be made for Gulf War era II veterans, reservists, and dependents, and participants with a sensory or mental disability.*