



Position Description: **Stewardship Assistant**

Position Overview:

The [Placer Land Trust](#) (PLT) Stewardship Assistant will help manage and care for lands owned by PLT and monitor lands protected by conservation easements.

The Stewardship Assistant is a part-time, non-exempt, at-will position approximately 30 hours per week (0.75 FTE). The employee will report to and be supervised by the Stewardship Director. The employee will work primarily in the field, often alone and often with one other person such as the Land Manager, Recreation Manager, or Conservation Specialist. The employee will occasionally work in small and large teams of volunteers and may occasionally supervise volunteers. The position will require frequent travel within Placer County, and a flexible work schedule, which can include weekends. Hard physical labor is a very important part of the job. Schedule and telecommuting options may be arranged upon approval of supervisor.

Job Responsibilities:

Real Property Management (70%)

Most of the Stewardship Assistant's job consists of stewardship of lands protected and owned by PLT, currently approximately 4,700 acres. Specific duties include:

- Monitor properties for security, assessment of specific conservation values and changing conditions, and meeting reporting requirements.
- Property management including fuel load management, invasive species management (including weed-whacking and mowing), erosion control, and fence/gate maintenance.
- Assist assessing risk on PLT properties, suggesting preventative or corrective actions.
- Habitat management including occasional habitat restoration projects.
- Trail maintenance and occasional trail building.
- Manual, mechanized, and motorized equipment use and maintenance.
- Working with diverse partners and people including contractors, volunteers, user groups, and neighbors.
- Responding to and resolving urgent land management situations (e.g., downed trees, broken fences, loose cattle, etc.).
- Occasional volunteer or contractor coordination and supervision.
- Assist with creating and updating Management Plans.
- Research and review literature and stay up-to-date on issues related to land management.
- Computer work as assigned by supervisor, including documentation, mapping, and reporting.

Conservation Easement Monitoring (10%)

The Stewardship Assistant will monitor a few of the approximately 30 properties protected by PLT conservation easements; they will sometimes monitor these properties on their own, and sometimes with a volunteer or assist another staff member. Specific duties include:

- Communicate and sometimes collaborate with the landowners.
- Required annual monitoring site visits followed by preparation and distribution of annual monitoring reports.
- Special monitoring visits to respond to issues or changing conditions.

Other Field Duties (15%)

The Stewardship Assistant will support other outdoor PLT activities, including:

- Preparation for hikes, rides, tours, dinners, and other events on PLT lands, for example: mowing, trail clearing, delivery and arrangement of equipment or event materials, attending for parking oversight or check-in/out, and communicating with landowners, tenants, neighbors, and PLT guests.
- Collection of data for Baseline Documentation Reports and Ecological Audits.
- Assist other staff with assessment of new properties for potential conservation.
- Provide imagery and information from the field for PLT communications and fundraising purposes.

General Administration (5%)

- Attend training as directed by supervisor.
- Fulfill general office & administrative tasks (e.g., reporting, timesheets, expense reports, workspace organization) in a timely and accurate manner.
- Participate in staff meetings, retreats, events, fundraisers and other PLT activities, and assist with other duties, as assigned by supervisor.
- Perform according to PLT's core values in support of its mission and vision.

Qualifications:

Required: The qualified applicant will demonstrate the following skills, experience and/or aptitude:

- Passion for and strong interest in land conservation.
- Willingness, strength, and stamina to work in the field all day. Ability to lift 30-50 pounds.
- Ability to spend a full day hiking up to 5+ miles and doing work in rugged or steep terrain.
- Ability to navigate in rural areas (even off road or off trail) using mapping software.
- Basic vehicle and field equipment experience (truck, weed whacker, etc.).
- Valid California Driver's License and good driving record.
- Ability to travel for work and work weekends and occasional evenings.
- Proficiency with Microsoft Office (Word, Excel, Outlook) and Adobe Acrobat.

- Experience with or interest in using various team communication and project management software.
- Ability to learn quickly and maintain an interest in continued learning.

Bonus: The following demonstrated skills and/or experience will improve applicants' likelihood of selection:

- Familiarity with conservation mapping software (ArcGIS, Google Earth, etc.).
- Experience managing land for agricultural use, recreational use, and/or wildlife habitat.
- Additional experience with vehicles and field equipment - utility vehicle, trailer, sprayer, chainsaw, etc.
- Familiarity with Placer County's geography.
- Experience with land trusts.
- Familiarity with conservation easements and management plans.
- Knowledge of conservation science, ecology, and landscape-scale conservation.

Compensation:

The wage for the Stewardship Assistant is \$19-23/hour based on skills and experience, expected to average 30 hours per week. Benefits include health insurance contribution, paid holiday/vacation/sick leave, other leave, contributions to a SIMPLE IRA retirement program, flexible schedule, telecommuting, and professional development.

To Apply

Send [cover letter](#) and [resume](#) to info@placerlandtrust.org with "Stewardship Assistant" in subject line. Applications reviewed on a rolling basis through **September 2, 2022**.

The anticipated **start date is October 2022**; position will remain open until filled.

Placer Land Trust values and seeks a team with diverse experiences, backgrounds, perspectives, and skills, so that our work remains relevant today and for future generations. Candidates with diverse backgrounds and who promote a culture of inclusion are encouraged to apply.

We are committed to equal employment opportunities for all applicants and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Learn more at www.placerlandtrust.org