



May 13, 2022

Stewardship Coordinator Job Posting

Job Title: Stewardship Coordinator

Salary: \$36,000 - \$45,000

FLSA Status: Permanent full-time

Reports To: Conservation Director

Location: Lacey, WA

Application Deadline: Open until filled – applications will be reviewed beginning June 6, 2022.

Capitol Land Trust (CLT) is seeking a **Stewardship Coordinator** to oversee the ongoing stewardship and maintenance of Capitol Land Trust's conserved lands.

Responsibilities include monitoring of fee simple and conservation easement properties; carrying out our management goals on our conservation properties; and building and managing a robust volunteer program to assist with these activities. This position will build and maintain positive relationships with conservation easement landowners, preserve neighbors, volunteers, stakeholders and partners.

Capitol Land Trust is seeking a candidate that is a team player who demonstrates strong planning and logistics skills and is passionate about working in the field, community engagement and environmental stewardship. This role is ideal for an outgoing, dynamic, and organized individual with a drive to foster relationships with individuals and groups. The right candidate will have experience running a volunteer program, field experience in ecological restoration and a passion for learning. In representing the interests and collaborative mission of Capitol Land Trust, the Stewardship Coordinator works to build community through volunteer engagement and shows respect for diverse points of view and perspectives.

CLT has a culture of positivity, empathy, and gratitude that is shared by its 10 staff and 15 board members. Giving staff the tools and support they need to be successful is prioritized and self-care is encouraged. The successful candidate must be willing to relocate to the greater Olympia area.

DUTIES & RESPONSIBILITIES:

- Conduct and document annual monitoring of CLT's conservation easement and fee-simple properties, in accordance with our policies and procedures and LTA Standards and Practices.
- Manage and maintain CLT's conservation preserves, to include invasive species, vegetation, site access, and infrastructure, such as culverts, bridges, fences, gates, and signs.
- Support and enhance CLT's robust volunteer programs that assist in the maintenance and stewardship of CLT's conservation properties, through the recruitment, training and supervision of volunteers for property monitoring, maintenance and restoration.
- Build and maintain constructive relationships with restoration partners in the community, and with funding partners.

- Document all potential easement violations and/or property management issues, inform the Conservation Director of all serious violations and/or potential threats, and work with CLT staff to resolve these issues in a timely manner.
- Maintain and update property files to document essential communications, activities, intentions, and actions in CLT's property database; ensure recordkeeping meets CLT's Recordkeeping Policy.
- Build and maintain positive relationships with conservation easement landowners, preserve neighbors, donors, and long-term volunteers through communications and events.
- Review conservation easements, leases and deed restrictions to ensure legal compliance.
- Manage restoration projects, including coordination with our AmeriCorps member(s), and supervision of partners conducting restoration or maintenance on CLT conservation properties.
- Assist acquisition staff with creating baseline reports and management plans for new conservation properties and reviewing conservation easements before completion.
- Manage staff, project teams, interns, volunteers and AmeriCorps members as directed.
- Clean, organize, maintain and inventory all stewardship tools and equipment on a regular basis.
- Be familiar with and adhere to Capitol Land Trust's policies and procedures, LTA's *Standards and Practices*, and foster a work environment characterized by integrity, collaboration, listening and continuous improvement.
- Engage in other duties as assigned.

MINIMUM QUALIFICATIONS:

- Two years relevant work/volunteer experience.
- An undergraduate degree in a related field, such as conservation, botany, biology, ecology, natural resource management, environmental studies, or comparable professional training and experience.
- Demonstrated ability to organize projects and see them through to completion.
- Attention to detail.
- Familiarity with ArcGIS, GPS and data management.
- Excellent communication skills, including written, verbal and listening.
- Ability to work independently and be self-directed, and work collaboratively and effectively as part of a team, both as leader and member.
- Ability to build and maintain relationships (with landowners, neighbors, volunteers).
- A strong desire to further Capitol Land Trust's goals and mission.
- Commitment to the principles of diversity, equity and inclusion.
- Able to work occasional evenings and weekends, as needed.
- Physically able to conduct strenuous outdoor fieldwork in all weather conditions, traverse through rough and steep terrain, and operate power tools.

- Valid Washington State driver’s license (or ability to acquire) and access to a reliable vehicle.

DESIRED QUALIFICATIONS:

- Knowledge of southwest Washington flora, fauna, culture and geography.
- Experience recruiting and working with volunteers.
- Experience using power tools and basic carpentry skills.
- High-level GIS expertise.
- History of developing new and diverse partnerships.
- Possess a high level of emotional intelligence, confidence, and competency when working with people to build trust.
- Ability to work under pressure with ease and humor.

BENEFITS:

Capitol Land Trust offers a comprehensive benefits package and a supportive and positive work environment with opportunities for professional development. The Land Trust benefits package includes paid vacation, holidays, and sick leave. Capitol Land Trust pays 100% of health, vision and dental insurance for full-time employees and contributes to a retirement plan. We value work/life balance and can accommodate a flexible schedule. This is an equal opportunity, full-time position located in Lacey, WA.

APPLICATION INSTRUCTIONS:

For consideration, please email your resume and cover letter with relevant experience as a single pdf to Laurence Reeves, Laurence@CapitolLandTrust.org. Include “Stewardship Coordinator” in subject line. **Applications will be reviewed starting June 6, 2022.** The position is open until filled.

ORGANIZATIONAL COVID-19 VACCINATION INFORMATION

Capitol Land Trust is requiring its employees to receive the COVID-19 vaccination. As a condition of employment, the successful candidate will be required to provide proof of their COVID-19 Vaccination as part of the hire process. Requests for medical and religious exemptions will be considered.

ABOUT CAPITOL LAND TRUST:

Capitol Land Trust, established in 1987, conserves vital natural areas and working lands in the South Puget Sound and Chehalis River watersheds, for their ecological and community benefits. Our 2021-2025 Strategic Plan sets forth ambitious goals for protecting marine shorelines, wetlands, rivers and their connected forests, and working lands. It also sets forth ambitious goals to more deeply engage the communities where we work by increasing community connection and support through hands-on engagement with Capitol Land Trust properties and activities.

ORGANIZATION VALUES:

Recognizing and respecting diverse values and interests, we identify common ground and shared community goals, make the most of limited funding, solve problems, and build partnerships to accomplish these goals. Our work adheres to high standards indicated by our national accreditation by the Land Trust Accreditation Commission. We continually strive to maintain

and improve effectiveness, efficiency and accountability. These aspirations are built on a foundation of organizational values, which include:

- *Listening* – We genuinely listen to each other, valuing different opinions. Over the next five years, we know that we cannot grow and improve without feedback from our members and greater community. As we take on new projects and develop new partnerships, listening with intention and sincerity and receiving feedback and suggestions with grace will be a vital part of our success.
- *Continuous improvement* – We offer and seek personal and professional development to advance our skills and stay current with trends in conservation.
- *Integrity* – We act with honesty, transparency, fairness and respect in all aspects of our operations.
- *Collaboration* – We actively seek diverse partners and perspectives as we develop programs and projects. This collaboration includes communities that have not traditionally been part of the conversation.
- *Commitment to Diversity, Equity and Inclusion* - We are committed to creating an equitable and inclusive work environment. Diverse candidates are welcome to apply for this position. We are an Equal Opportunity Employer.
- *Strategic investment* – We use our broad expertise to make the most strategic investments of CLT’s time and money, looking for conservation projects which have lasting impact.
- *Stewardship* - We steward these places and partner in our communities so these conserved landscapes can endure, supported by generations of conservation leadership and hard work.