



January 8, 2025

Public Access Manager Job Posting

Job Title: Public Access Manager

Salary: We anticipate the hiring range will be \$50,000 - \$58,000 annually. The offer will be commensurate with experience.

FLSA Status: Permanent full-time

Reports To: Conservation Director

Location: Olympia, WA

Application Deadline: Open until filled. Interviews begin week of February 3rd. Priority to applications received by January 30th.

Capitol Land Trust (CLT) is seeking a **Public Access Manager** to join our team. This position manages and oversees the uses of CLT's public access preserves, as well as a subset of CLT's private preserves. The Public Access Manager works closely with the Conservation Director to ensure that conservation values are maintained, and stewardship obligations are upheld for each assigned preserve. The Public Access Manager also works closely with the Outreach & Education Coordinator to ensure that CLT's public programs function in a way that maintains or enhances conservation values and community connections to preserve landscapes.

The Public Access Manager is responsible for managing assigned preserves to protect, restore, and maintain their conservation and community values primarily through duties related to property management and maintenance, annual monitoring, infrastructure improvement oversight, and public relations. The Public Access Manager maintains vital relationships with partners and facilitates important communications and negotiations to further the interests and mission of the organization. This position requires frequent travel to assigned preserves spanning CLT's service area. Approximately 60% of the position responsibilities are onsite, requiring physical labor, while 40% are office administration. Workdays will include select weekends.

CLT embodies a culture of positivity, empathy, collaboration, and gratitude that is shared by its staff and board members. Giving staff the tools and support they need to be successful is prioritized and self-care is encouraged. The current work environment includes a hybrid work model of working from home and working from the office and/or field while also accommodating a flexible schedule. The successful candidate must be willing to relocate to the greater Olympia area to work in person at least one day a week with other staff members.

DUTIES & RESPONSIBILITIES:

- Manage, maintain, and regularly inspect CLT's public access preserves as assigned. This includes ensuring that preserves are safe and accessible; that preserves have adequate and visible signage; that improvements and structures are maintained, including trails, bridges, fences, culverts, and roads; and that invasive species are controlled.

- Improve habitat and conservation values through the identification, coordination, and implementation of land enhancement activities on assigned preserves in alignment with their Stewardship Plans.
- Coordinate with Outreach & Education Coordinator to identify preserve needs to support approved events. Assist Outreach & Education Coordinator with implementation of approved events, as needed.
- Coordinate with Land Stewardship Manager to conduct and document annual monitoring of assigned preserves, in accordance with CLT policies and procedures and LTA Standards and Practices.
- Assist Conservation Director in identifying and implementing infrastructure improvement projects for assigned preserves. This may include, but is not limited to, proposing infrastructure or other site improvements to support public access goals, identifying the scope of work to be considered, identifying the appropriate personnel to complete the work, such as volunteers or a professional servicer, applying for permits, budgeting and sourcing materials for improvement projects.
- Ensure that permitted activities on CLT public access preserves are compatible with the conservation and stewardship goals.
- Document all potential property violations and/or property management issues, inform the Conservation Director of all serious violations and/or potential threats, and work with CLT staff and/or legal counsel 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.
- Support and enhance CLT's volunteer programs that assist in the maintenance and stewardship of CLT's public access preserves, through the recruitment, training, and supervision of volunteers for property monitoring, maintenance, and land enhancement.
- Operate CLT equipment and tools to complete land management activities. This includes power equipment such as a flail mower, chainsaw, weed whacker, brush cutter, as well as an array of hand tools.
- Other duties as assigned.

QUALIFICATIONS:

- An undergraduate degree in a related field, such as conservation, recreation, botany, biology, ecology, natural resource management, environmental studies, or comparable professional training and experience.
- Strong project management skills and attention to detail.
- Technical competency with GIS, GIS online, GPS and data management.
- Excellent communication skills, including written, graphic, verbal and listening.
- Ability to work independently and be self-directed, and work collaboratively and effectively as part of a team.
- 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 and access to a reliable vehicle.
- Knowledge of ecological restoration and land enhancement techniques.

- Knowledge of Washington flora, fauna, and geography.
- Commitment to the principles of diversity, equity and inclusion.

BENEFITS:

CLT offers a comprehensive benefits package and a supportive and positive work environment with opportunities for professional development. The benefits package includes paid vacation, holidays, and sick leave. CLT pays 100% of health, vision, and dental insurance for full-time employees and their spouse and contributes to a retirement plan. We value work/life balance. The current work environment includes a hybrid work model of working from home and working from the office while also accommodating a flexible schedule. This is an equal opportunity, full-time position located in the greater Olympia, WA area.

APPLICATION INSTRUCTIONS AND PROCESS:

For consideration, please email a cover letter and resume with relevant experience as a single pdf to Info@capitolandtrust.org. Include “Public Access Manager application” in the subject line. **Initial interviews will begin the week of February 3rd, 2025.** Priority to applications received by January 30th. The position is open until filled.

Applicants with qualifications that best fit CLT’s needs will be contacted via email to schedule a 1-hour interview with CLT staff. A second, 30-minute interview may be scheduled for finalists. CLT will work with applicants to find a suitable interview time and method (in-person or online.)

ABOUT CAPITOL LAND TRUST:

CLT, 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 engage the communities more deeply where we work by increasing community connection and support through hands-on engagement with CLT 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 our 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 the 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 addressing inequity in the context of our conservation mission. We foster an equitable and inclusive work environment. Diverse candidates are encouraged 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 our resources and look for conservation projects which have a 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.