

The Stewardship Department at
BIG SUR LAND TRUST
is hiring a full-time **LAND STEWARD**
to begin **ASAP!**



BIG SUR
LAND TRUST
For the lands you love

Big Sur Land Trust (BSLT) is a non-profit organization with a mission ***to inspire love of land across generations, conservation of our unique Monterey County landscapes, and access to outdoor experiences for all.*** Founded in 1978, our legacy includes conserving over 40,000 acres and increasing access to public parklands throughout Monterey County. Our work promotes:

- **Healthy Lands:** Conserving and caring for the magnificent natural landscapes, habitats, and waterways of our region to ensure a sustainable future.
- **Healthy People:** Providing opportunities for all who live in and visit Monterey County to experience the healthful benefits associated with access to parks and open spaces, fresh food, clean air and water, and a deep connection to nature.
- **Healthy Communities:** Engaging in partnerships where conservation and civic participation increase community vitality, economic prosperity, and social equity.

BSLT focuses on conserving and caring for landscapes throughout Monterey County while pursuing opportunities to combine conservation and community participation for increased regional vitality, economic prosperity, and social equity. We see a future where natural landscapes, working lands, urban open spaces and healthy communities are cared for by people who share a love of nature and a deep appreciation for the richness of their diverse cultures. We are committed to a supportive, respectful, and inclusive work environment. People with diverse backgrounds and experience are strongly encouraged to apply.

About the Stewardship Program

The stewardship team manages over 4,500 acres of land holdings, including old growth redwood and madrone forests, coastal chaparral/sage scrub, riparian corridors, oak woodlands, Monterey Bay dunes, working ranches, urban open space, and much more! We also conduct annual monitoring of another 7,000 acres of conservation easements throughout Monterey County.

Position Purpose

To work with a dynamic team by working on projects that strengthen the ecological integrity of land, care for infrastructure, strengthen and build communities, and inspire a robust land ethic. This staff member will work as a part of the Stewardship team to restore degraded habitats; conserve natural resources of BSLT properties and conservation easements; collaborate with partners to improve land health; maintain trails, roads, and facilities; and participate in creating safe and memorable experiences for BSLT's volunteers and guests at special events. This position is best suited for early career applicants.

General Description

Big Sur Land Trust's (BSLT) Land Steward is a full-time benefited position that assists the stewardship department in managing land; maintaining facilities, infrastructure, and equipment; promoting responsible land management; performing conservation easement and fee land monitoring; supporting BSLT's conservation grazing program; leading volunteer events; and performing mapping duties, database management, and administrative tasks. Primary responsibilities will be to ensure that conservation values of properties are protected and enhanced. As necessary, the Land Steward will also work to maintain facilities, roads and trails as functional, safe, and presentable. The Land Steward's time is split relatively evenly between the field and the office.

Essential Duties and Responsibilities

- **Natural Resource Management:**
 - Maintain regular communication with Stewardship Project Manager regarding land management tasks and priorities
 - Engage in activities designed to maintain or enhance climate change resilience, ecosystem processes, and native biodiversity across BSLT's properties
 - Participate in natural resource inventory and monitoring efforts
 - Implement ecological restoration projects, maintain existing sites, manage irrigation system and schedules, etc.
 - Help implement BSLT's conservation grazing program
 - Implement invasive species program tasks and actively control priority weed populations with mechanical and/or chemical treatments as directed
 - Prepare for and respond to natural disasters that affect BSLT properties
 - Collect and remove debris and waste from properties
 - Facilitate stewardship projects using volunteers
 - Develop and manage contracts.
- **Conservation Easement/Fee Land Monitoring:**
 - Efficiently coordinate site visits with conservation easement landowners
 - Determine if property is in compliance with easement terms
 - Generate reports that track easement stewardship and property condition over time
 - Respond to compliance issues as directed
- **Building Maintenance:**
 - Work with BSLT staff to identify repairs and upgrades on all property structures for operations, safety, and general appearance
 - Maintain security of all facilities and equipment
 - Conduct repairs and cleaning as needed
 - Develop and document operations manuals for ranches
 - Improve fee land Best Management Practices and make sustainability recommendations
- **Road & Trail Maintenance:**
 - Assess damage after storms
 - Remove trees and debris from roads
 - Clear culverts and improve drainage structures

- Make trail improvements by upgrading tread; clearing vegetation from trails; making trail signs; building stairs, handrails, and retaining walls; and milling wood for trail improvements
- **Administrative:**
 - Adhere to Land Trust Alliance record keeping accreditation standards, organize paper files, electronic files and databases, including ArcGIS
 - Track timeline of stewardship projects
 - Research, prepare, and coordinate stewardship activities, including volunteer outreach
 - Develop maps, monitoring reports, emergency plans, hiker resources, educational/communication materials, presentations, etc.
 - Support grant documentation and assist other departments as necessary
 - Support and collaborate with other BSLT departments on key initiatives

Required Qualifications and Position Competencies

- Strong commitment to land stewardship and the mission and vision of Big Sur Land Trust
- Ability to manage multiple projects/contractors on time, within budget
- Self-motivated with the ability to communicate effectively with co-workers, landowners, and members
- Excellent problem-solving, time management, and organizational skills.
- Ability to work both independently and as part of the BSLT team
- Ability to ensure safe, effective use of a wide range of hand tools, power tools (including chainsaws), vehicles and equipment in remote areas
- Spirit of adventure, sense of humor, flexibility, and desire to make a positive difference in the lives of others and the environment
- Willingness and ability to perform strenuous work on difficult terrain in a variety of environmental conditions. Ability to lift and/or move up to 70lbs.
- Computer experience, including use of Microsoft Office (Word, Excel), email, and calendars
- Willingness to learn and follow best practices for herbicide use in environmentally sensitive areas.
- Possess at least a valid Class C California driver license. Applicants must expect to drive their own vehicle in some situations but will mostly drive a company off-road 4WD vehicle.
- Willingness to occasionally work evenings or weekends.

Desired Education and Experience – *not required*

- Bilingual – English & Spanish
- At least 60 college credits toward degree in natural resources (biology, wildlife ecology, forestry, etc.) or related field
- Trail and building maintenance skills
- Chainsaw skills
- First aid and CPR certified (Wilderness First Responder or Wilderness First Aid preferred)

- Broad knowledge of the flora of California with competency in field identification of native and non-native plants and sensitive natural communities
- Experience with weed management using both physical and chemical control
- Plant identification skills
- GPS & ArcGIS skills
- Experience leading volunteer events.

This job description is intended to describe the general nature and level of work being performed. It is not meant to be construed as an all-inclusive list of responsibilities, duties and skills required by this job classification.

Big Sur Land Trust strives to sustain the highest level of employee satisfaction, engagement, and a culture of trust, respect, and inclusion. We actively work to ensure a positive team environment where individuals are comfortable with expressing diverse views and opinions and sharing power and responsibility for BSLT's mission.

Reports to: Stewardship Project Manager

Compensation: \$48k to \$53k annually commensurate with experience.

Benefits: Big Sur Land Trust offers a competitive benefits package including an extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b)-retirement plan; and paid holiday, vacation, and sick leave.

Location: Big Sur Land Trust offices in downtown Monterey, CA and at BSLT properties

Big Sur Land Trust is committed to building a diverse workforce. Big Sur Land Trust provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or genetics.

How to Apply: the following three items are required to be considered for the position:

- Cover letter or letter of interest that notes availability to start and addresses these three questions:
 - Why are you applying for this job?
 - What are the most important things to you in a work environment?
 - What type of knowledge, schooling, and/or life experience would you bring to this job?
- Your resume
- Contact information for at least three professional resources

Please E-mail completed application to employment@bigsurlandtrust.org with the name of the position for which you are applying in the subject line. Incomplete or unqualified applications will not be considered for the position. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for interviews.

Recruitment Schedule: The position is available immediately and will remain open until filled.

For more information about Big Sur Land Trust, please visit www.bigsurlandtrust.org.