



Big Sur Land Trust is hiring a new

Stewardship Assistant

(Posted 1/13/2025)

Join the Big Sur Land Trust (BSLT) as our Stewardship Assistant and play a vital role in conserving and caring for Monterey County’s diverse landscapes. This primarily field-based position is essential to advancing on-the-ground stewardship projects that span infrastructure and access initiatives and natural resource management across BSLT properties. We’re seeking a candidate with hands-on stewardship experience who thrives both independently and as part of a team and has a passion for outdoor work. As a member of our team, you’ll contribute to projects that protect critical infrastructure, expand safe access to nature, support essential habitats, and enhance ecological health and function in alignment with BSLT’s strategic goals.

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 45,000 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.

The stewardship team manages over 9,600 acres which holds old-growth redwood forests, coastal chaparral, riparian zones, oak woodlands, Monterey Bay dunes, wildlife corridors, extensive trail systems and road networks, community fuel breaks, urban open spaces, and historic structures. In addition, we monitor more than 7,000 acres of conservation easements throughout Monterey County, ensuring the lasting protection and health of these valuable ecosystems.

Engaging in land stewardship is both exciting and dynamic, offering the chance to make a lasting, meaningful tangible impact on the environment and in the communities that we serve. It also comes with challenges, demanding dedication, adaptability, continuous learning, and a long-term vision. If you’re passionate about joining a collaborative team and excel in a fast-paced, multi-faceted environment, this role will be highly rewarding. You’ll gain valuable experience and grow professionally through leadership opportunities in preserve management, tool & equipment operation & training, project management, ecological restoration, and much more. At BSLT, we’re committed to fostering the career development of our team members.

Job Detail	
Job Title:	Stewardship Assistant
Exemption Status:	Non-exempt (Paid Hourly)
Reports to:	Access & Infrastructure Program Manager
Start Date:	Open until filled- but desired start date by 03/15/2025
Compensation:	\$23-\$25/hour, depending on experience
Type:	Full-time permanent position. M-F (9AM-5PM). Occasional weekend work.
EEO:	The 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
Job Duties	
General Description:	Big Sur Land Trust’s (BSLT) Stewardship Assistant is a full-time, permanent, and primarily field-based position. The Stewardship Assistant will help carry out a wide range of on-the-ground tasks pertaining to access,

	<p>infrastructure, and natural resource management. The position will be under the direct supervision of the Access and Infrastructure Program Manager and the preserve management team and will primarily focus on supporting access and infrastructure needs across BSLT’s network of roads, trails, buildings, and other critical infrastructure resources. Key job duties will include activities such as road and trail work and maintenance, maintenance and repairs of infrastructure, equipment inventory and maintenance, fuel reduction activities such as weed whacking and utilizing chainsaws to address fallen or hazardous trees, erosion control best management practices, and responding to storm impacts to maintain safe and accessible conditions throughout our preserves. The Stewardship Assistant will also assist in select natural resource management efforts, as needed, to help support natural resource staff on BSLT projects centered around pollinator habitat enhancement, climate and wildfire resilience, regenerative grazing, and forest resiliency.</p> <p>Working closely with the preserve management team, the Stewardship Assistant will perform physically demanding tasks across diverse terrain, including safe operation of chainsaws, ATVs, and other equipment. This role requires someone with a strong work ethic, positive attitude, practical skills, and the ability to work independently while thriving in a team environment. They must also be motivated to contribute to a positive, collaborative team culture that maintains BSLT’s learning and leadership edge.</p>
<p>Examples of Primary Duties</p>	<p><u>Infrastructure & Access Management (45%)</u></p> <ul style="list-style-type: none"> • Support improvement projects for buildings, roads, trails, bridges, and structure’s across BSLT’s portfolio of properties • Assist with infrastructure and equipment maintenance and repair • Help monitor critical infrastructure systems (e.g., water, electrical, septic) to ensure they are functioning properly and follow health and safety guidelines • Support planning and coordination of maintenance projects, assisting in overseeing contractors to ensure quality and timely completion of tasks • Participate in projects aimed at improving structures’ resilience to natural hazards and wear (e.g., fire readiness, drainage upkeep, erosion prevention etc.) • Perform basic repairs and assist in larger renovation efforts as needed • Help develop and organize operation manuals for ranches and preserves • Assist in collecting data in Field Maps and support database upkeep for accurate project records • Follow best management practices and safety procedures
	<p><u>Tools & Equipment Management (25%)</u></p> <ul style="list-style-type: none"> • Assist with inventory and maintenance of tools and equipment to ensure they are in good working order • Help ensure field staff and volunteers follow proper tool safety and handling protocols • Support on-site carpentry tasks, including assisting in the construction of signs, kiosks, and other trail infrastructure • Coordinate and lead debris clearing and regular maintenance (e.g. mowing, drainage upgrades) activities as needed. • Competently use a chainsaw and other power tool and equipment, and perform activities safely
	<p><u>Natural Resources Management (10%)</u></p> <ul style="list-style-type: none"> • Assist with active habitat restoration projects through maintaining project sites, conducting weeding and irrigation activities, identifying management needs, and implementing management solutions • Participate in fuel reduction efforts and prescribed fire projects • Help implement wildfire prevention and preparedness projects, as well as support response and recovery efforts • Support invasive species management by conducting surveys, collecting data, and following protocols for chemical and mechanical treatments • Assist with forestry-related projects and tasks aimed at forest health resilience • Support BSLT’s conservation grazing program objectives across BSLT’s working lands • Support stewardship efforts by helping to lead volunteer events for project activities
	<p><u>Administrative Tasks (15%)</u></p>

	<ul style="list-style-type: none"> • Assist with Stewardship Department team meetings and collaborative planning • Participate in cross-departmental meetings and BSLT events to support alignment with organizational initiatives and share stewardship updates • Provide support for office-based staff by assisting with field visits, photo documentation, and other field monitoring tasks • Research contractors, assist in drafting RFPs, gather bids, and help prepare contracts for land management, property maintenance, and road maintenance projects • Promote a safety-focused work environment by helping develop emergency response plans and identify potential workplace hazards • Provide supervision and mentorship to seasonal work crews, interns, and temporary staff as needed • Perform additional duties as directed
Qualifications	
<ol style="list-style-type: none"> 1. Strong commitment to land stewardship and the mission and vision of Big Sur Land Trust. 2. Ability to work safely outdoors and exercise good judgment. 3. Demonstrated ability to manage multiple projects with varying deadlines. 4. Self-motivated with the ability to communicate effectively with co-workers, landowners, partners, volunteers, and donors. 5. Excellent problem-solving skills and a desire to engage in collective brainstorming. 6. Experience in land management, conservation grazing, forestry, natural resources, or other related field 7. Proficiency using a variety of equipment and power tools, including chainsaw experience. 8. Trail, road, and general “green” infrastructure maintenance skills and familiarity – Carpentry, erosion and flood control, trail/road engineering, advanced chainsaw skills, etc. 9. Possess a valid Class C California driver’s license or have the ability to obtain one. Off-road driving experience using a variety of vehicles and the ability to tow trailers. Work truck provided for work- related activities. 10. Ability to hike and work under physical strain on difficult terrain in a variety of environmental conditions, including lifting/carrying up to 80 lbs. Poison oak, insects, reptiles, and other natural elements are regularly encountered at properties and easements. 11. Computer literate, including experience using Microsoft Office (Word, Excel, Outlook) with the ability to compose professional emails, internal memorandums, and communicate clearly in writing. 12. Willingness to occasionally work evenings or weekends. 	
Desired Qualifications	
<ol style="list-style-type: none"> 1. Proficiency with heavy machinery operation. 2. Current First Aid and CPR-certification (Wilderness First Responder or Wilderness First Aid preferred). 3. Experience with invasive plant management using both physical and chemical control methods. 	

Compensation: \$23-\$25/hr depending on experience and qualifications. BSLT offers a competitive benefits package including extensive health plan, which includes medical, dental, and vision coverage and life insurance; contributions to a 403(b); and paid holiday, vacation, and sick leave.

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

1. Your resume
2. A letter of interest that addresses qualification requirements, notes availability to start, and answers the Supplemental Question below:
 - a. Why do you want to work for BSLT and what strengths do you bring to the position that will help BSLT achieve its mission?

Please E-mail your completed application to employment@bigsurlandtrust.org. 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. No calls, please. **The position is available immediately and will remain open until filled**, with the goal of filling and onboarding the role by late February or early March 2025. Applications will be reviewed as they are received, and applicants are strongly encouraged to submit materials as soon as possible.

For more information about BSLT, please visit www.bigsurlandtrust.org