

Lummi Island Heritage Trust
Stewardship Manager

The Lummi Island Heritage Trust is looking for a skilled, flexible, goal driven, and organized person to conduct stewardship and land management activities for LIHT.

This is a part-time position (20 hours/week), though it is possible to increase the number of hours. The schedule has some flexibility, but must be regular once established. Much of the work will be done outdoors, but some office work is required. This position requires close collaboration with other members of LIHT staff and volunteers. The stewardship manager reports directly to the Executive Director.

In addition to the following duties, this position will perform other duties as assigned by the Executive Director.

Primary Duties

- Must affirm and uphold LIHT's Mission, Vision, and Values.
- Steward the land:
 - Monitor conservation easements and fee-owned lands annually to ensure properties are being used in accordance with the terms of the conservation easement or management plan.
 - Collect field data and prepare reports and maps.
 - Identify conservation easement violations and work with property owners to address violations if they arise.
 - Create, update, and maintain baseline assessments of properties as needed, including making maps, taking photos, and writing reports.
 - Accurately maintain LIHT land protection records and reference materials.
 - Complete and file all monitoring reports and records accurately.
 - Ensure fee-owned lands are safe and well maintained.
- Lead Stewardship Tasks:
 - Prioritize and execute stewardship tasks to ensure that the conservation values of protected properties are maintained and, when possible, improved over time.
 - Lead stewardship and management of LIHT properties, including invasive weed control, signage, trail maintenance, restoration activities, public access, environmental education, and facility maintenance.
 - Oversee Resource Center upkeep and maintenance.
- Board Liaison
 - Work with the Board's Land Protection Committee to protect, improve, and manage fee-land properties.
 - Assist board committees in planning and coordinating dynamic stewardship events and programs.
- Community Engagement

- Recruit, engage, inspire, train, and supervise volunteers to assist with stewardship tasks.
 - Be responsible for stewardship and volunteer correspondence.
 - Cultivate and maintain positive relationships with conservation easement property owners, neighbors of LIHT fee lands, donors, and volunteers.
 - Answer and direct incoming calls.
 - Greet, educate, and assist visitors.
 - Assist Outreach Coordinator with recruitment, orientation, retention, and recognition of volunteers for LIHT stewardship activities.
 - Act as staff liaison to external partners, as appropriate.
 - Assist in planning and coordinating events.
- Operational
 - Work very closely with other LIHT staff to assure seamless information flow.
 - Assist with grant writing and stewardship budgeting.
 - Work closely with other LIHT staff to keep stewardship-related webpages and materials up to date, including e-newsletters, social media, brochures, maps, and other organization's newsletters up to date.
 - Other duties as assigned.

Qualifications

- Minimum of two years of land trust, natural resource research, conservation land management, or other related work experience.
- Working knowledge of Pacific NW native species, management of common invasive weeds, common land management issues, and restoration techniques.
- Demonstrated ability to recruit, organize, engage, and manage volunteers.
- Demonstrated ability to lead events and groups.
- Proficient and demonstrated experience using GPS to collect field data.
- Experience and proficiency using a digital camera and managing photographic data.
- Excellent computer skills, including proficient use of Microsoft Office software and applications. Mapping and GIS skills are a plus.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work efficiently on time-sensitive projects.
- Ability to maintain a high level of confidentiality.
- Ability to problem solve, take initiative, and self-direct, and to work comfortably as a key member of a small team.
- Must be familiar with federal, state, and local laws, standards, and regulations, or have the skills to find, understand, and apply them. Knowledge of procedures that affect private land conservation is a plus.
- Able to locate property boundaries on the ground. Ability to read legal descriptions is a plus.
- Able to develop relationships with diverse people and to respond to general inquiries.
- Able to perform organized, detailed work and to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Ability and willingness to work some evenings and weekends.

- Experience with non-profit organizations is a plus.

Physical and Environmental Requirements

- Able to hear and speak clearly both over the telephone and in person.
- Able to lift up to 35 pounds and to frequently lift, carry, push, pull, or otherwise move objects.
- Able to safely and correctly use hand tools associated with land stewardship work, and to instruct and supervise others to use the same tools. Able to safely and correctly use power tools, such as weed wackers, mowers, and chainsaws, or to be willing to undergo training.
- Able to hike Heritage Trust nature preserves and private properties. Able to travel over various terrain, such as steep grades, wet ground, and stairs, sometimes in inclement weather.
- Sufficient visual and manual dexterity to effectively handle computer work and routine office maintenance.
- Able to stand and sit for extended periods of time.
- Valid, insurable driver's license/record.
- This position includes use of a personal vehicle. Mileage will be reimbursed at IRS rate.

Location:

Lummi Heritage Trust Resource Center at the Otto Preserve, 3560 Sunrise Rd.

Time Commitment and Compensation:

- 20 hours per week (0.5 FTE); \$23/hour.
- On occasion, the position requires evening and weekend work.
- Benefits include paid vacation (amount of vacation increases with tenure) and five paid holidays; up to three-percent retirement match.

To Apply:

Please email jobs@liht.org with the subject line Stewardship Manager with a resume and cover letter as a single PDF. Applications must be submitted by 5:00 pm Monday, April 29, 2024.