



## **Position Description: Stewardship Assistant**

### **The Opportunity:**

With an office in New Paltz, NY, approximately 90 miles north of New York City, the Wallkill Valley Land Trust (WVLT) is a nationally accredited land trust with a mission to enhance the quality of life in Ulster County by conserving lands of scenic, agricultural, ecological, recreational and cultural significance.

To fulfill our mission, WVLT collaborates with many local and regional organizations, including the Open Space Institute, Scenic Hudson, Mohonk Preserve, Historic Huguenot Street, SUNY New Paltz, the Hudson River Estuary Program of the NYS Department of Environmental Conservation, Women's Studio Workshop, Fats and the Cats Mountain Bike Club, and many others.

Since 1987, WVLT has protected over 3,000 acres consisting of both private and public open spaces, trails and farms. This is a new, full-time position that will report to the Coordinator of Land Stewardship with oversight by the Executive Director, and will work closely with all staff, the Board of Directors, volunteers, donors and community members.

### **Position Summary:**

The Stewardship Assistant provides support to the Coordinator of Land Stewardship to keep WVLT on point with our existing and expanding land management needs including monitoring our conservation easements, preparing conditions reports, developing baseline documentation reports for new projects and managing our fee lands, including habitat restoration, and volunteer recruitment and oversight. Assisting with educational programming as needed is also expected.

This position is expected to initiate, organize and complete annual land monitoring activities with minimal oversight; to serve as a resource to connect conservation easement landowners with technical assistance as needed; and to cultivate a strong rapport of trust and mutual respect with current and prospective landowner- partners, current and prospective funding agencies and members of the public in communities served by WVLT. The successful applicant must be able to tackle a wide variety of tasks from managing records to outdoor, physical activity including trail maintenance and construction, invasive plant removal and habitat restoration. We are seeking a friendly and organized individual



to carry out our strategic priorities for our protected lands and ensure compliance with Land Trust Alliance Standards and Practices.

**Primary Duties:**

- Assist as needed with the regular, annual inspection and reporting of all WVLT conservation easements and fee lands, including scheduling monitoring visits with land owners, monitoring the properties, and creating reports for the WVLT Conservation Committee and Executive Director to review, and carrying out the follow up actions provided by the WVLT Conservation Committee, Coordinator of Land Stewardship, and Executive Director.
- Assist with preparation of baseline documentation reports for new land preservation agreements, update existing current conditions reports, develop annual monitoring reports, and other documentation as necessary, under the oversight of the Coordinator for Land Stewardship.
- Recruit, organize, train and supervise volunteers and interns for stewardship-related work as planned and prioritized by the Coordinator of land Stewardship and Executive Director. Including, but not limited to invasive species removal projects, habitat management efforts, trail building and maintenance projects, and routine trail maintenance needs.
- Assist in maintaining stewardship and acquisition related files in accordance with WVLT's Records Policy in unison with the Coordinator of land Stewardship and Executive Director.
- Ensure WVLT's stewardship remain in compliance with the current Land Trust Alliance Standards and Practices.
- Maintain all GIS-related data for WVLT, and produce maps using ArcGIS for stewardship purposes and land project analysis, as well as visual displays for outreach as requested by the Executive Director.
- Cultivate and grow WVLT's support by helping with educational programs, fundraising events, volunteer days, field walks, and more;
- Submit content that supports WVLT's communications including social media, newsletters, and other outreach material;
- Outreach and engage visitors to our protected lands as to WVLT's work in Ulster County;
- Assist other WVLT staff and committees with projects as needed.



### **Physical Requirements:**

- Ability to work outdoors for extended periods of time in all weather and all seasons;
- Ability to work some weekends and evenings;
- Ability to work with a variety of hand tools;
- Ability to hike several miles in a day over rough terrain;
- Be comfortable navigating and hiking through the woods over uneven terrain and without trails;
- Ability to work indoors, in an office setting;
- Must possess a valid driver's license and be able to travel extensively throughout Ulster County and the Hudson Valley. Proof of insurance and access to a reliable vehicle is required.

### **Knowledge, Skills, and Abilities:**

- Excellent written and oral communication skills;
- Detail oriented;
- Ability to organize and set work priorities in a busy office environment and maintain project confidentiality;
- Strong problem-solving skills;
- Experience in organizing and managing volunteers is required;
- Self-motivated, willing to accept a challenge and direction and able to handle multiple priorities at a time and work with diverse stakeholders;
- Ability to work collegially and effectively with colleagues and volunteers;
- Facility in communicating with people of all ages and backgrounds;
- Sense of humor is also welcomed.

### **Computer Skills:**

To perform this job successfully, an individual should be experienced with Microsoft Office Suite. Applicant must have experience using ArcGIS mapping programs and GPS data collection techniques. Experience with using Landscape Conservation Software and Remote Monitoring is a plus.

### **Education/Experience:**

- Bachelor's degree (B.A./B.S.) from a four-year college or university in a related field, (biology, forestry, environmental science or natural resources) is desirable. Candidates with management experience and a passion for the outdoors will also be considered.



- At least two-years professional work experience in a related field is required.

The Wallkill Valley Land Trust is an Equal Opportunity Employer.

WVLT offers a competitive benefit package which includes health insurance support, paid federal holidays and generous PTO. Salary commensurates with experience. Annual salary increases are based on performance and as annual budgets permit. This is a full-time/non-exempt, supervisory position.

**Start Date:**

Position is desired to begin as soon as possible. Applications will be reviewed on a continuous basis until the position is filled.

**TO APPLY:**

Please send your resume, letter of interest, and salary requirements to:

[Info@WallkillValleyLT.org](mailto:Info@WallkillValleyLT.org)

*State "Stewardship Assistant" in the subject line.*

No phone calls please. Applications without a letter of interest will not be reviewed.

**NOTE:** This position description is not a comprehensive list of all the responsibilities that may be required in this role. There may be unplanned activities and other duties as assigned.