

## **WLTC Watershed Stewardship Coordinator**

**Position timeframe -- April 2019 - October 2019**

**(Part-time seasonal with potential for Full-time, year-round in 2020)**

Job Posting

**We conserve and protect the “Gem of the North,” aka Walloon Lake and its watershed. We are a small but mighty team that helps form lifelong connections between this amazing little piece of the world and the people who live, work and play in Walloon. Our board members are the best humans on the planet. And our stakeholders like to bake us cookies.**

Are you ready to grow with an environmental nonprofit? Do you love the outdoors and want to work with a light-hearted but highly effective team? As our stewardship coordinator you can look forward to enjoying your work life whether you are manning the office or wandering one of our preserves. We're seeking a new staff member to coordinate aspects of the stewardship program including care for nature preserves, ecological monitoring, trail maintenance, invasive species control, water quality monitoring, volunteer coordination and conservation easement monitoring. This position will report to the Director of Conservation Programs and the Executive Director and work closely with volunteers and committee members. This position is flexible and customizable in 2019 with long-term potential in the organization.

### **General Duties:**

- Manage the conservation easement stewardship program, working with landowners to monitor properties each year.
- Monitor, maintain and manage preserves with regard to ecological health and public access including invasive species management, general maintenance and preserve development.
- Work with volunteers and committees to achieve program goals.
- Keep records accurate and current using Salesforce database and other software.
- Lead outreach programs for the general public, donors, etc.
- Develop volunteer recruitment programs, lead volunteer work and maintain volunteer records.

### **Desired Competencies:**

- Knowledge of and experience in conservation biology, ecology or restoration and familiarity with Michigan ecosystems.
- Knowledge of land protection tools such as conservation easements and deed restrictions a plus.
- Proficiency in MS Office, Google, and ArcGIS applications and knowledge of database systems or CRMs.
- Detail oriented, well organized and strong ability to manage many projects and tasks.
- Strong written and verbal communication skills.
- Desire for a collaborative work environment, while able to work independently.

- Must be comfortable talking to people individually or in a group setting and be an appropriate representative of the WLA-WLTC.
- Comfortable with and/or willing to be trained to use a chainsaw and other power tools and herbicide application.
- Flexibility in scheduling, including weekend and weekday evenings.

**Position Details:**

- April/May 2019 through October 2019.
- Pay commensurate with experience - anticipated range \$15-\$18/hour.
- Flexible schedule to accommodate work-life balance.
- Must be willing to use personal vehicle for work reimbursed at federal mileage rate.

To apply: Send a cover letter and resume with 3 professional references via email to: [heather@walloon.org](mailto:heather@walloon.org). No phone calls please. Applications received before March 25, 2019 will receive priority review. Start date negotiable, preferred April 2019.