



## Assistant Stewardship Coordinator Job Description

### Overview

The Land Trust of Napa County (LTNC) is a nonprofit conservation organization dedicated to preserving the character of Napa County by permanently protecting land. In its 48-year history, LTNC has protected more than 94,000 acres.

The Land Trust offices are located in the City of Napa, near downtown. We offer competitive salary, paid vacation and sick time, health, dental and vision insurance, retirement benefits and family friendly policies. Our team consists of motivated and passionate individuals who care deeply about our mission and enjoy working together.

The Assistant Stewardship Coordinator is a position within LTNC's Stewardship Department, designed to be the lead on significant components of land management projects and activities across 26 protected natural areas (21,000 acres) owned by our organization.

The Assistant Stewardship Coordinator reports to the Stewardship Director and Senior Stewardship Program Manager, and works as part of the land stewardship team.

### Primary Responsibilities

- Coordinate and participate in significant aspects of designated preserve stewardship projects related to:
  - Rare, threatened and endangered species conservation and recovery
  - Restoration of native plant communities in coniferous forest, oak woodland, chaparral, meadow, riparian and associated systems
  - Quantitative monitoring and conservation science related to fire ecology, climate change resilience and adaptation, wildlife ecology and native plant community dynamics
  - Forest health and resilience, fuels reduction and wildfire risk mitigation
  - Prescribed grazing, prescribed burning, and erosion control.
- Communicate and coordinate with LTNC stakeholders and conservation partners, volunteers and the general public
- Carry out administrative duties related to personnel, grants, budgets and contracting

**Specific Tasks:**

Working with senior stewardship staff, coordinate key components of new and ongoing preserve stewardship projects including:

- Conservation field crew work on invasive species management, habitat restoration and trail maintenance, including contracting and scheduling, project orientations, and quality control check-ins and crew communication during project implementation
- Field trip program assistance, including leading/co-leading outings, visitor orientations and volunteer workdays
- Field work and office-based data processing and management for large-scale biological resources monitoring projects
- Grants tracking and reporting, and assisting with grant proposal development
- Contracting, scheduling, and on-site orientations and check-ins with Land Trust contractors and consultants
- On-the-ground project implementation, including project planning site visits, field work assistance and post-project monitoring
- Other duties as assigned

**Position Details**

**Work Environment:** In addition to working within an office environment, this position requires a significant field work component. Field work entails exposure to variable weather conditions and natural hazards, such as poison oak, ticks, rattlesnakes, other wildlife, etc. This position also some includes evening and weekend activities.

**Physical Demands:** Complete stewardship tasks in remote wildland areas involving off-trail hiking over rugged terrain and through dense vegetation. Lift and maneuver materials and equipment weighing up to 50 lbs.

**Qualifications:**

- Degree in conservation biology, environmental science, ecology, natural resources management or closely related field, or comparable work experience
- At least three years of demonstrated, successful work in land conservation and stewardship
- Demonstrated knowledge of natural communities and systems of northern California
- Strong written and verbal communication skills, and demonstrated ability to effectively communicate with a broad range of stakeholders and the public
- Excellent attention to detail, and the ability to work independently and be self-motivated
- Ability to attend evening and weekend meetings and events
- A high comfort level and past experience with field work in remote wildland areas involving off-trail hiking over rugged terrain and through dense vegetation

- Working knowledge of ArcGIS Pro, and experience collecting spatial data in field using GPS units/tablets
- Strong computer skills, including working knowledge of Microsoft Office 365 apps such as Excel and Word

Salary is based on candidate qualifications and experience. The salary range for this position is \$57,000-\$65,000. Full employee benefits and retirement plan. Send cover letter and resume to [mike@napalandtrust.org](mailto:mike@napalandtrust.org). No photographs or phone calls please. Please reference Stewardship2024 in your Subject line.