



## Stewardship Program Assistant - 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 Stewardship Program Assistant is a position within LTNC's Lands Department, designed to assist with stewardship activities across 25 protected natural areas (21,000 acres) owned by our organization.

The Stewardship Program Assistant reports to the Stewardship Program Manager and Stewardship Project Manager, and works as part of the Stewardship Program team.

### Primary Responsibilities

- Assist stewardship program staff with activities related to habitat enhancement, ecological restoration, biological resources assessment and monitoring, conservation science research, invasive species management, and watershed restoration.
- Assist stewardship program staff with office-based administrative duties related to grants and budgets, contracting and insurance, equipment and supply procurement and maintenance, as well as tracking hours, completing timecards and attending staff meetings.

### Position Details

**Work Environment:** In addition to working within an office environment, this position requires a significant fieldwork component. The position anticipates an average of 70% time in the field. Fieldwork entails exposure to variable weather conditions and natural hazards, such as poison oak, ticks, rattlesnakes, other wildlife etc.

Physical Demands: Carry out 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.

## Specific Tasks

Primary tasks include:

- Assist with invasive exotic plant species mapping, monitoring and removal using manual mechanical, chemical and cultural control methods.
- Assist with native plant community re-establishment, including native plant material collection, propagation, out-planting, and planting maintenance.
- Assist with habitat restoration project monitoring, including marking, mapping, maintaining and sampling monitoring plots and transects, and transferring and organizing monitoring data.
- Assist with rare plant species restoration and enhancement activities, including plant identification, mapping, marking and monitoring.
- Assist contracted conservation crews with work on native plant restoration and enhancement projects, including crew orientations, check-ins, and direct assistance with restoration activities.
- Assist with volunteer workdays and field trips focused on invasive plant species management and native plant species restoration and enhancement.

Position may also assist with:

- Camera station maintenance and data management for quantitative wildlife monitoring projects.
- Fuels reduction and wildfire resilience activities.
- Collection, transfer, and visualization of spatially referenced data using GPS and GIS hardware and software.
- Regular monitoring of preserve lands to track management needs.
- Road and trail maintenance tasks related to erosion control, vegetation management and signage.
- Procurement, maintenance and repair of stewardship supplies and equipment.
- Tracking of stewardship projects and activities to support grant reporting and administration.
- Contracting and insurance for stewardship work with outside vendors.
- Field trips and volunteer stewardship events.
- Other duties as assigned.

### Desired Qualifications

- Bachelor's degree in natural resources, botany, restoration ecology, environmental or biological sciences and one year demonstrated, successful work or volunteer experience in field. At least two years of relevant experience may be considered in lieu of Bachelor's degree.
- Demonstrated knowledge of plant species and communities within the California floristic province, particularly in northern California and the North Coast Ranges.
- Previous work on invasive exotic plant species management and native plant community restoration projects
- Outstanding people skills and an ability to work with a variety of stakeholders, including donors, volunteers, researchers, caretakers, contractors and outdoor recreationalists.
- Strong written and verbal communication skills.
- Demonstrated proficiency with map orientation and interpretation, GPS mapping and associated software applications. Experience with GIS mapping and data management a plus (ArcGIS Pro, ArcGIS Online, ArcGIS Field Maps).
- Willingness to attend evening and weekend meetings, workdays and field trips with volunteers.
- Ability to work independently and collaboratively, under general supervision of the Stewardship Program and Project Managers.
- Excellent attention to detail. Ability to organize and archive important files and documentation.

Salary is based on candidate qualifications and experience. The salary range for this position is \$43,000-\$50,000. Full employee benefits and retirement plan. Send cover letter and resume to Dr. Tosha Comendant (tosha@napalandtrust.org). No photographs or phone calls please. Please reference **Stewardship Program Assistant 2025** in your Subject line. Applications will be accepted through December 20, 2024 and interviews will be conducted in January 2025.