

## **The 300 Committee Land Trust (T3C), Stewardship Coordinator**

### **Stewardship Coordinator Position Description:**

The Stewardship Coordinator works closely with the Administrator, Director of Program Services, and the Stewardship Committee to fulfill T3C's stewardship and land management objectives. She/he also coordinates with Town officials and a number of other local and some State organizations.

Position responsibilities include planning and coordinating stewardship activities such as coordinating volunteers to monitor conservation restrictions and fee-owned properties, as well as some Town-owned properties and managing activities that will improve habitat.

### **Core Responsibilities:**

- Coordinate T3C's volunteer land stewardship program and provide guidance, motivation, and training as necessary.
- Act as liaison with Town departments on land management and habitat improvement projects for Town-owned conservation parcels.
- Coordinate with Administrator to ensure that all local and state permitting and regulatory approvals are met for all land stewardship projects.
- Work independently and with contractors and volunteers as necessary to complete land management, public access improvements, and habitat improvement projects on conservation lands.
- Perform field work in a variety of conditions and delegating stewardship tasks on a case-by-case basis, to volunteers including land stewards and AmeriCorps partners.
- Work positively with the public to promote conservation goals.
- Coordinate T3C special events and projects such as property clean-ups, invasive plant removal, and habitat improvement projects.
- Create and maintain records on an ongoing basis for T3C's land stewardship database.
- Additional responsibilities on an as needed basis as may be required to fulfill T3C's mission of land preservation and conservation.

### **The Stewardship Coordinator's job responsibilities require:**

- Proficiency and working knowledge of GIS, GPS, and Microsoft Office.
- An understanding of conservation restrictions.
- General knowledge of local flora and fauna, with a focus on invasive plant species identification.
- The ability to interpret maps, surveys, and other field documentation.
- Training and experience in safely using motorized maintenance equipment, such as chainsaws and weed whackers.
- Effectiveness in organizing volunteers and experience with stewardship and land protection practices.
- Effectiveness in building and maintaining partnerships with Town government and with non-profit organizations to leverage the effectiveness and reach of T3C's Stewardship program.
- A Pesticide Applicators License is highly desired, along with the ability to prioritize and implement invasive plant management projects.
- A Bachelor's degree and Land Trust experience or similar experience in environmental organizations.

**Hours:** Average of 40 hours per week, occasional weekend work and evening meetings will be required.

### **Application:**

Interested candidates should send a cover letter, resume, and contact information for three references before 4 p.m. on Thursday, May 4, 2017. Please send all materials to:

Jessica Whritenour, Administrator  
The 300 Committee Land Trust  
157 Locust Street  
Falmouth, MA 02540

Please direct any questions to [jwhritenour@300committee.org](mailto:jwhritenour@300committee.org) or 508-540-0876