



APPLICATION PACKET FOR THE POSITION OF

# PROJECTS ASSISTANT

NORTHCOAST REGIONAL LAND TRUST

P.O. BOX 398 BAYSIDE, CA 95524. 707.822.2242 WWW.NCRLT.ORG

**Availability:** Position available June 1<sup>st</sup> 2017; term position ending October 15<sup>th</sup>, 2017; possibility of extension.

**Hours:** ~12-16 hours per week, including some weekends.

**Salary/Wages:** \$13-15/hour depending on qualifications and experience.

**Reports to:** Projects & Stewardship Director

## **Completed application packets must be received by 5:00 p.m., Friday, May 12th, 2017**

### **Position Summary:**

The Projects Assistant will work with NRLT Projects staff to implement and administer conservation easement and land management projects. Primary duties include development of project materials, field monitoring, report preparation, file organization, volunteer coordination for property stewardship events, vegetation cultivation and maintenance, and research. Secondary responsibilities may include grant writing, grounds maintenance, mapping, or other tasks depending on interests and abilities.

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

- Demonstrated interest or experience in land and water conservation and/or natural resources management
- Detail-oriented with ability to organize and maintain complex information and file systems
- Friendly, professional, self-motivated, and efficient
- Technologically adept, esp. with Word, Adobe Pro, Excel, and other common computer applications
- Good communication skills, esp. writing
- Open-minded with ability to work among people with diverse perspectives

### **How to Apply for the Position:**

*Applicants must submit the following by 5:00 p.m. on Friday, May 12, 2017*

1. Application cover sheet
2. A brief cover letter
3. Resume

You may email submissions to: [d.ehresman@ncrlt.org](mailto:d.ehresman@ncrlt.org) or deliver to:

Northcoast Regional Land Trust  
Attn: Dan Ehresman  
901 Samoa Blvd  
Arcata CA 95521

# NORTHCOAST REGIONAL LAND TRUST APPLICATION COVER SHEET

## GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone ( )
Address (Mailing Address)	(City)	(State)	(Zip) Other Telephone ( )
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## POSITION

Position Desired <b>Projects Assistant</b>
Work Start Date <i>(When will you be available to start work?):</i>
Salary desired for this position:
How did you hear about this position?

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification of this information may result in my forfeiture of employment. I understand that all information on this job application is subject to verification and I agree that you may contact references and educational institutions listed on this application.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_



# NORTHCOAST REGIONAL LAND TRUST

## Position Description

Position: **Projects Assistant**

Reports to: Projects & Stewardship Director

### **I. Position Summary:**

The Projects Assistant will work with NRLT Projects staff to implement and administer conservation easement and land management projects. Primary duties include development of project materials, field monitoring, report preparation, file organization, volunteer coordination for property stewardship events, vegetation cultivation and maintenance, and research. Secondary responsibilities may include grant writing, grounds maintenance, mapping, or other tasks depending on interests and abilities.

### **II. Essential Job Functions:**

#### *1. Primary Duties*

- Report regularly to the Projects & Stewardship Director, and to other NRLT staff, committees and board members as needed to advise on projects/program task
- Work with projects staff to: 1) assist with field monitoring and data collection, general project implementation management and dissemination of two restoration projects in estuarine Humboldt Bay; 2) assist with conservation easement annual monitoring and data collection; 3) prepare annual monitoring reports and other reports as directed; 4) manage native vegetation cultivation; 5) coordinate volunteer stewardship days and other events; 6) oversee trail management; 7) maintain and organize project files; 8) assist with monitoring visits coordination.
- Assist other staff with mailings, press releases, newsletter articles, generating online content and preparation of program materials
- Assist with invoices to funders as directed
- Periodically attend board and/or committee meetings as directed
- Project management and project-related fundraising as directed

#### *2. Other Land Conservation & Stewardship Duties*

- Organize and assist in the initiation, management and completion of land conservation projects
- Consult with Projects & Stewardship Director or Executive Director on project work and final documents (especially conservation easements and other legal documents)
- Conduct stewardship (management, restoration and enhancement) of NRLT owned properties
- Review and update the status of projects in NRLT media outlets
- Provide stewardship assistance to landowners as directed by Projects & Stewardship Director

### **III. Required Knowledge, Skills and Abilities:**

- A genuine interest and enthusiasm for private voluntary land conservation
- Appreciation of diverse land issues and landowner views
- Land conservation, forestry, agricultural and/or watershed protection experience
- Knowledge and understanding of California's North Coast
- A self-starter with the ability to initiate and follow through on new programs or projects to achieve Land Trust goals
- Ability and willingness to represent NRLT interests in public venues, including public speaking
- Ability to work with and through committees to develop and implement Land Trust programs
- Good communication (both written and verbal) and organizing skills
- Ability to work among people of diverse backgrounds
- Ability to organize and coordinate community events with volunteers and Land Trust partners

- Ability to work efficiently in order to meet deadlines while producing high quality deliverables
- Ability to be detail-oriented with ability to organize and maintain complex information and file systems

***Preferred skills:***

- A working knowledge of conservation easements
- Real estate transactional experience and a basic understanding of real estate law
- Minimum four-year degree or equivalent, preferably in the natural/environmental sciences
- Botanical identification and vegetation management skills; experience in forestry and rangeland management a plus
- Experience in field data collection
- Basic plumbing, electrical and/or carpentry skills
- Familiarity with government agencies involved with the conservation and management of natural resources
- Grant writing and general writing skills
- Computer skills including: database management, word processing, spreadsheet, GIS and good typing skills
- Ability to interpret maps and aerial photographs

**IV. Physical Demands:**

Computer typing, driving long distances, hiking over uneven terrain, strenuous physical activities including vegetation management (kneeling, squatting, pulling and planting) and carrying heavy items.

**VI. Accountability**

- Responsible for keeping the Projects & Stewardship Director apprised of project/program-related work in a timely fashion
- Responsible for developing, maintaining and organizing project documentation (i.e. baseline and monitoring reports, policies, protocols etc.)

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EMPLOYEE SIGNATURE

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DATE

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EMPLOYEE PRINTED NAME