



NORTHCOAST REGIONAL LAND TRUST

Application Packet for the position of: **Project Manager**

The Northcoast Regional Land Trust is seeking a hard-working, organized and collaborative Project Manager for a dynamic nonprofit organization focused on land conservation projects in northwestern California.

For more information, please visit: www.ncrlt.org

Availability: Position available April 1, 2020

Hours: Full-time, 40 hours per week

Salary Range: \$17-\$25 per hour, depending on experience

Benefits: 11 paid holidays and two weeks paid vacation per year; paid sick leave; eligibility for enrollment in NRLT's health insurance plan or monthly health care stipend; up to 3% matching contribution for retirement plan.

**Completed application packets must be submitted by
5:00 p.m., Wednesday, March 18, 2020**

Position Summary: The Project Manager position of the Northcoast Regional Land Trust (NRLT) reports to the Executive Director, and is responsible for the development, implementation, management, and completion of multiple land conservation and restoration projects, and for thoughtful implementation of the Land Conservation & Stewardship Program, the Conservation Planning Program, and the Building Community for Conservation Program.

General Duties:

- Reports to the Executive Director; works collaboratively with NRLT staff, and committees as assigned, to advance the organization's projects and programs
- Responsible for carrying out all activities in accordance with NRLT Standards & Practices, Land Trust Alliance Standards & Practices, and Land Trust Accreditation Commission requirements
- Independent project management and project-related grant writing for multiple Land Trust projects and programs

Roles and Responsibilities:

Land Conservation & Stewardship

- Organize and assist in the initiation, management and completion of land conservation projects including research, grant writing, report writing, field work and mapping for conservation easement projects
- Identify, assess, and map natural resources, vegetation types, other characteristics and land uses to assist in project evaluation, report preparation, and conservation planning purposes
- Obtain, organize, analyze and maintain data and other information regarding resources, management and on-going stewardship activities for specific properties
- Implement annual monitoring and stewardship tasks for both conservation easements and fee title properties, including: landowner communications and relationship management;

comprehensive annual monitoring and site visits; responses to landowner requests for approvals or questions on easement terms; identification of actual or potential violations and assistance with managing successful resolution; and related tasks

- Work with landowners, agencies and other partners to identify and, as appropriate, fund and develop habitat restoration, enhancement, and related projects

Conservation Planning

- Assist in the review and implementation of NRLT planning documents
- Engage in conservation planning as directed by Executive Director

Building Community for Conservation

- Participate in NRLT outreach and general communication efforts
- Attend NRLT events; coordinate and/or participate in field trips to conservation properties
- Coordinate and present periodic educational and interpretive events to landowners, project partners and the general public

Other duties as assigned

Qualifications:

- Experience in the fields of conservation, natural resource management, and wildlife biology, ideally within northern California
- A genuine interest and enthusiasm for voluntary private land conservation
- Ability to work independently and as part of a collaborative team
- Ability to work with people of diverse backgrounds and perspectives
- Strong field, research, data analysis, and GIS skills
- Strong written and oral communication skills
- Strong organizational skills
- Strong computer skills including familiarity with relevant computer applications: ArcGIS, Microsoft Office (spreadsheet, word processing), Adobe Acrobat, general database management, GPS, and general mapping applications
- A self-starter with a strong work ethic and ability to initiate, track, and follow through on a number of projects on deadline and within budget
- Adaptable to shifting priorities with a strong capacity to evaluate, manage and complete tasks on time
- Familiarity with government agencies involved with the conservation of natural resources
- Ability and willingness to represent NRLT interests in public venues, including public speaking
- Preferred minimum four years' work experience in similar position or four-year degree in environmental sciences, natural resource management, conservation biology, or land use planning
- A working knowledge of conservation easements and real estate transaction experience preferred
- Experience in grant writing and reporting strongly preferred

Physical Demands and Travel:

- Must be available for extensive travel, able to drive long distances, and hike in steep and uneven terrain
- Valid driver's license and proof of auto insurance required

Supervision of others:

- Project Manager may be responsible for overseeing certain volunteers, interns, and staff as directed by the Executive Director

Location:

- At NRLT's office in Arcata, California

How to Apply for the Position:

Applicants must submit the following electronically as a combined PDF to d.ehresman@ncrlt.org by 5:00 p.m. on Wednesday, March 18, 2020:

1. Application cover sheet (see attached)
2. A brief cover letter
3. Resume
4. List of at least three references
5. Additional supporting documents (OPTIONAL: e.g. writing sample; not to exceed two pages)



NORTHCOAST REGIONAL LAND TRUST

APPLICATION COVER SHEET

GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Primary 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

Project Manager	
I understand that this position requires significant driving time and I am able to furnish a valid driver's license and proof of auto insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Start Date (<i>When will you be available to start work?</i>):
How did you hear about this position?	Salary desired for 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 _____