



APPLICATION PACKET FOR THE POSITION OF

PROJECT MANAGER

NORTHCOAST REGIONAL LAND TRUST

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

We are seeking a dynamic, collaborative Project Manager for an energetic non-profit organization focused on land conservation and restoration projects in northern California.

Availability: Position available immediately with anticipated start date on June 25, 2018.

Hours: 20-32 hours per week.

Salary/Wages: \$17-\$20 per hour, depending on experience.

Benefits: 11 paid holidays, two weeks paid vacation per year and one hour paid sick leave per week (pro-rated for employees working fewer than 40 hours per week). The Northcoast Regional Land Trust also provides a monthly contribution towards health insurance coverage as well as matching contributions for retirement plans for full-time employees.

**Completed application packets must be received by
5:00 p.m., Monday, June 4, 2018**

Preferred 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 multiple staff members and through NRLT committees to develop and implement Land Trust projects
- Willingness to enlist and work with volunteers and Land Trust partners
- Excellent communication (both written and verbal) and organizing skills
- A working knowledge of conservation easements
- Real estate transactional experience and a basic understanding of real estate law

- Minimum four-year degree, preferably in the natural/environmental sciences
- Familiarity with government agencies involved with the conservation of natural resources
- Grant writing and reporting
- Computer skills including: database management, word processing, spreadsheet and good typing skills
- Experience in GIS is especially preferred.
- Ability to interpret maps and aerial photographs
- Experience with graphic design in print and online platforms
- Ability to work with community members of diverse backgrounds in order to build community stewardship of Land Trust properties

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, and management of multiple land conservation projects, and for thoughtful implementation of the Land Conservation & Stewardship Program, the Conservation Planning Program, and the Building Community for Conservation Program.

Essential Job Functions:

1. General duties
 - Report regularly to the Executive Director, works collaboratively with the Projects & Stewardship Director, and communicates closely with all staff of NRLT to advance the organization's projects and programs
 - Periodically attend Project Committee meetings, as directed by the Executive Director
 - Independent project management and project-related fundraising for multiple Land Trust projects
 - Prepare maps, reports, permit applications, and other materials needed for various projects
2. Land Conservation & Stewardship
 - Organize and assist in the initiation, management and completion of land and water conservation and restoration projects
 - Consult with Executive Director, Projects & Stewardship Director and other staff as directed on project work and final documents (especially conservation easements and other legal documents)
 - Conduct stewardship (monitoring, management, volunteer management, restoration and enhancement) of NRLT owned properties
 - Assist in the annual monitoring of conservation easements and fee properties
 - Provide stewardship assistance to landowners as directed by Executive Director

3. Conservation Planning
 - Assist in the periodic review of the NRLT Regional Action Plan
 - Engage in conservation planning as directed by Executive Director, including potential participation in a collaborative, regional oak woodlands project
4. Building Community for Conservation
 - Coordinate and present periodic educational and interpretive events to landowners, project partners and the general public
 - Attend NRLT events and support the organization's Development and Outreach Program

How to Apply for the Position:

Applicants must submit the following by 5:00 p.m. on 6/4/18:

1. Application cover sheet
2. A brief cover letter
3. Resume
4. 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)	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

Project Manager	
Are you willing to travel: <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Start Date (When will you be available to start work?):
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 _____