Position summary

Whatcom Land Trust is a non-profit organization and is an accredited land trust. The mission of the Whatcom Land Trust is to preserve and protect wildlife habitat, scenic, agricultural and open space lands in Whatcom County for future generations by securing interests in land and promoting land stewardship.

The Stewardship Assistant implements stewardship work on Whatcom Land Trust conserved lands under the supervision of the Stewardship Director. The Stewardship Assistant will assist the Stewardship Director with the implementation of day-to-day land management actions at the organization. This includes habitat maintenance and restoration, property monitoring and developing written reports, developing and implementing management plans, creating Baseline Documentation Reports, marking property boundary lines, volunteer and community outreach, assisting with volunteer coordination through Work Parties, Field Fridays and our Volunteer Land Steward Program, and scientific research. The Stewardship Assistant serves as part of a team to develop stewardship projects and upholds the Land Trust’s stewardship obligations for land management. The Stewardship Assistant is also responsible for helping the organization build and maintain positive relationships with the public, volunteers, neighboring landowners, and partners.

Position responsibilities

- Assist with annual monitoring, report creation, and recordkeeping for land trust owned properties and some conservation easement properties.

- Assist with planning and implementation of management plans on land trust owned properties and creation of Baseline Documentation Reports for newly acquired lands.

- Assist with implementation of appropriate ecological management projects on lands owned by the Land Trust such as invasive species removal, restoration project management, planting, maintenance and thinning, trail maintenance and installation, public access, environmental education, and facility maintenance.

- Use GIS for stewardship program and organizational needs, including creation of project maps and updating GIS databases with new properties, management actions, trails and other improvements.

- Assist Stewardship Director with due diligence research, and evaluation of conservation values for new Land Trust owned properties and conservation easements.

- Prepare baseline documentation reports and management plans using digital photography, GPS, and GIS technologies.
• Assist with recruiting, training and supervising volunteers for stewardship activities, including monitoring Land Trust conserved lands and participation through work parties. Build and maintain positive relationships with property neighbors, donors, and long-term volunteers through communications and events.

• Respond to general administrative duties, respond to inquiries, and attend staff meetings.

• Assist Whatcom Land Trust staff in developing marketing, outreach, environmental education, and public use materials for land trust conserved lands.

**Qualifications**

• Applicants must be between the age of 18-25 on their first day of service (age restrictions are based on legislative mandate, and do not apply to Gulf War Era II Veterans, dependents, or active duty reservists, or those with a mental or sensory disability).

• Per legislative mandate, priority will be given to Washington state residents.

• Applicants must be eligible for AmeriCorps, and able to submit documentation of one of the following citizenship statuses: U.S. Citizen, National, or Lawful Permanent Resident Alien. Learn more about AmeriCorps eligibility on the [WCC website](#).

• College degree in natural resources, restoration ecology, environmental or biological sciences.

• Knowledge of restoration ecology, protected land management techniques, and natural history of the Pacific Northwest, or a strong willingness and ability to learn.

• Willingness to attend evening meetings and weekend events with volunteers.

• Ability to communicate effectively, both verbally and in writing with landowners, the public, media, professional colleagues and governmental entities.

• Attention to detail. Ability to organize and archive important files and documentation.

• Map orientation and interpretation skills, GIS mapping, GPS and field marking and associated software applications, or a strong willingness and ability to learn.

• Ability to walk several miles over rough terrain and navigate in remote areas; access remote areas of conservation properties sometimes involving traversing rugged terrain and dense vegetation; and ability to lift materials weighing up to 50 lbs.

• Ability to safely operate and maintain tools, including brush-cutters, chainsaws, and various hand tools.

• Valid insurable driver's license.

**Schedule**

This is an 11-month AmeriCorps position starting October 7, 2019, and ending September 11, 2020. Members are expected to serve 40 hours over four or five days each week.
WCC AmeriCorps member benefits

Members will receive a biweekly living stipend equivalent to Washington state minimum wage, in addition to the AmeriCorps Education Award ($6,095) upon successful completion of term. Basic health insurance and qualified loan forbearance is available. In addition, all 300 WCC members gather three times a year for professionally-taught, career-transferable trainings. Read more about training opportunities and a full list of benefits on the WCC website.

Application process

Please complete both required steps:

1. Submit WCC online application accessible from the WCC website (select this IP position on application).

2. Email single PDF of cover letter and resume to Jennifer Mackey, Whatcom Land Trust’s Stewardship Director, at Jennifer@whatcomlandtrust.org

About WCC and AmeriCorps

Washington Conservation Corps (WCC) is an AmeriCorps program that creates future leaders through community involvement and mentorship. The program supports more than 350 members and experienced staff statewide who restore critical habitat, build trails, lead volunteers, educate youth, and respond to local and national disasters.

AmeriCorps is a network of local, state, and national service programs that connects over 70,000 Americans each year in intensive service to meet community needs in education, the environment, public safety, health, and homeland security. Learn more on the WCC website.