



**sacramento valley
conservancy**

open space. for all.

Stewardship Specialist Position Description

Background

The Sacramento Valley Conservancy (SVC) was established in 1990, the first local land trust in Sacramento County, CA. SVC preserves open space for agricultural, scenic, recreational and habitat purposes. SVC has protected over 18,000 acres of land including regional trail systems, vernal pool preserves and oak woodlands. SVC is governed by a twelve-member Board of Trustees, and has five full-time staff, four part-time staff, more than 50 dedicated docents, hundreds of volunteers and various consultants.

Responsibilities

SVC's Stewardship Specialist monitors and ensures proper reporting and record-keeping for all SVC's owned and easement properties, manages land stewardship and habitat restoration projects (especially with regard to land management issues), and assists the Stewardship Director with coordinating baseline reports and/or biological surveys, as needed. The Stewardship Specialist works in coordination with the Program Coordinator and reports to the Stewardship Director. All SVC employees ultimately report to the Executive Director.

I. Land Stewardship (60% of time)

- Monitor or supervise monitoring of Conservation Easements annually.
- Monitor or supervise monitoring of owned/Fee and preserve management/Grazing Servitude properties quarterly, including annual Residual Dry Matter (RDM) assessment.
- Produce reports and maps documenting monitoring visits, utilize GPS/GIS and other software to ensure records and information are up-to-date, and electronically post data and reports to assure availability.
- Management of land stewardship activities & habitat restoration projects, including consultant and contractor recruitment and coordination, farmer and rancher coordination and assistance with grant proposals.
- Contributes to SVC Stewardship and Activity Logs, providing updates on property activities and related contacts at all times.
- Coordinate and lead service days (at least two per year at Deer Creek Hills and as needed at other preserve sites).

II. Program Administration (30% of time)

- Distributes, archives and files all required monitoring reports and property documents as per Land Trust Alliance Standards and Practices.

- Manage stewardship equipment, including service vehicle, tools, etc.
- Provide support to Stewardship Director, Administrative Director, Communications and Marketing Director, Acquisition Director and Executive Director, as needed, to accomplish SVC's Land Stewardship and Communications programs. This support may include some fundraising event assistance and other as needed tasks; such as assistance with newsletters, enews, budgeting, grants, etc.

II. Public Outreach (10% of time)

- Help train staff and volunteers.
- Work with staff to ensure accurate and current donor data.
- Assist in communication of SVC's mission and share conservation accomplishments with the public by coordinating with Communications staff on social and print media.
- Respond to inquiries from the public, as needed, or when directed by Administrative or Executive Director.

The Stewardship Specialist may fulfill other duties as assigned.

Qualifications

- A self-starter with a proven track record of achievement.
- Good communication (written and oral) and organizing skills.
- Outgoing and friendly personality with the ability to meet new people easily and quickly earn confidence.
- A genuine interest and enthusiasm for private voluntary land conservation.
- Background in land stewardship, easement monitoring, RDM (residual dry matter), biological and/or botanical monitoring, public outreach or outdoor field guide or natural interpretive trips, managing consultants and habitat restoration/stewardship projects, administrative duties and database management. Generalists with expertise or experience in a variety of these areas are preferred, as are people with experience in non-profit, land trust or related outdoor/nature organizations.
- Knowledge of California vegetation communities and wildlife, and land management practices.
- Experience in enlisting and working with volunteers to develop and implement non-profit programs.
- Ability to work with people of diverse backgrounds, farmers, and ranchers.
- Appreciation of diverse land issues and landowner views.
- Experience with rural property maintenance, related tools and fence repair.
- Current CPR certificate (post-hire, if needed).
- Valid driver's license.

Physical and Mental Work Demands

- Must be able to hike energetically on uneven terrain and hills while carrying a backpack or hip pack with emergency first aid supplies and water (about 10-20 pounds).
- Must be able to drive a 4WD vehicle and trailer on dirt roads, including mud, gravel and water crossings.
- Ability to perform a variety of property maintenance tasks, including lifting up to 50 pounds.
- Must be able to lead a diverse group of volunteers and hikers, including potential emergency response coordination on hikes, like use of a cell phone, basic emergency first-aid.
- Must be able to work on Friday nights, Saturdays and Sundays, especially for SVC Service Days and Special Events.

Compensation

This is budgeted as a fifty percent-time position. Compensation is paid by actual hours worked during each pay period. Time will fluctuate during the year, depending on monitoring and land management needs. Flexible hours and benefits package, includes 403b retirement account, worker's compensation, and state disability.

Please submit resume on or before 4/1/19.

Contact: Kelly Hopkins, Executive Director

Sacramento Valley Conservancy

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