

HCLT Stewardship Coordinator Job Description

November 5, 2021

Qualifying Skills:

- Capability to do physical labor including (but not necessarily limited to): trail building; haul tools and materials; maneuver in steep and/or rocky terrain, etc.
- Capable of taking direction, working with others, and working autonomously.
- Capable of directing others to complete tasks, including volunteers and AmeriCorps members.
- A Bachelor's or Master's degree in Environmental Science, Conservation, Ecology, Forestry, Natural Resource Management, Biology, or a similar field.

Other qualifying skills that will be considered:

- Proficiency with computers, GIS, GPS, or similar systems.
- Training in pesticide application, chainsaw, wilderness first aid, wetland delineation, prescribed burning, land navigation, and/or similar fields and activities.
- Knowledge of Southern Appalachian flora, fauna, and/or natural communities.
- Passion for conservation, preservation, and/or protection of open spaces and wild lands.
- Experience in leading volunteers, trail building, habitat restoration, property management, and/or invasive species management.
- Experience in directing others.

The Stewardship Coordinator is an important leadership role in charge of monitoring, managing, and maintaining all lands protected by the Highlands-Cashiers Land Trust. Applicants must be willing and able to work outdoors, sometimes in inclement weather and be able to direct others. Typical work includes, but is not necessarily limited to:

- boundary marking and maintenance;
- trail building and maintenance;
- property inspections and easement monitoring;
- combating invasive exotic species infestations;
- habitat restoration and rehabilitation;
- developing and implementing property management plans;
- interacting with the public on HCLT public properties and trails;
- coordinating with other groups and individuals on land management-related projects;
- maintaining property records and geo-databases;
- interfacing with the HCLT Executive Director, Stewardship Committee and Board of Directors about HCLT stewardship needs;
- (co-)leading hikes on HCLT protected properties;
- Interacting with landowners, property caretakers, and neighbors about conservation easement monitoring, property and easement violations, and other necessary contact;
- and helping other HCLT staff with unrelated tasks when necessary.

Qualified applicants must be willing and able to:

- work in rugged, sometimes treacherous conditions and terrain;
- work alone and with others safely;
- run necessary equipment such as chain saws and weed whackers;
- sometimes work odd hours, including periodically on evenings and weekends;
- communicate negative information to others;
- learn necessary skills to accomplish their job;
- and do the work necessary to accomplish the position's responsibilities.