



# Highlands-Cashiers LAND TRUST

"Saving Special Places since 1909"

November 5, 2021

Dear Stewardship Staff candidate:

The Highlands-Cashiers Land Trust seeks to fill a stewardship staff position at either the Associate or Coordinator level. We will only hire one stewardship staff member this hiring cycle. In this document, please find the job announcement and position descriptions for:

- Stewardship Associate
- Stewardship Coordinator

In your application materials please clearly identify which position you seek.

To apply for this position, send resume/CV, names and phone numbers for three references, and letter of interest to:

HCLT-Stewardship  
P.O. Box 1703  
Highlands, NC 28741

or email documents to [stewardship@earthlink.net](mailto:stewardship@earthlink.net) by November 30, 2021. Please direct any questions you might have about these positions or the land trust to the email address above.

Yours in Conservation,

Gary R. Wein, Ph.D.  
Executive Director



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## Conservation Stewardship Staff Job Announcement

The Highlands-Cashiers Land Trust is seeking to hire a Stewardship Staff member at either the associate or director level to initiate, organize, and complete annual land monitoring activities of HCLT's 120 properties with minimal oversight; steward fee owned properties; resolve conservation easement violations. Activities may also include control of invasive species, constructing and maintaining trails, marking property boundaries, and erecting kiosks.

### Desired Qualification:

- A Bachelor's degree with a concentration in Biology, Environmental Science, Ecology, Conservation Biology, Natural Resources, or a closely related field.
- Strong skills in fieldwork, GPS, and GIS.
- Ability to safely work outside for extended periods of time in frequently remote locations, steep/uneven terrain, and/or inclement weather, with exposure to environmental hazards including but not limited to poison ivy, ticks, and wildlife.
- Ability to use a chainsaw, the ability to lift and manage 50 pounds, and properly apply herbicides and pesticides or willingness to pursue training if not proficient.
- Current Driver's License and clean driving record.

Salary range: \$31,200-56,000 depending upon education, associate/director qualifications, and experience level. Benefits include health insurance, and Simple IRA retirement option, and two weeks paid vacation with initial employment.

To apply for this position, send resume/CV, names and phone numbers for three references, and letter of interest to HCLT-Stewardship, P.O. Box 1703, Highlands, NC 28741 or [stewardship@earthlink.net](mailto:stewardship@earthlink.net) by November 30, 2021. More detailed position descriptions can be found at [www.hicashlt.org](http://www.hicashlt.org) under Employment Opportunities.

## **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.

## **HCLT Stewardship Associate 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, lifting at least 50 lbs, etc.
- Capable of taking direction, working with others, and working autonomously safely.
- Capable of directing others to complete tasks, including volunteers and AmeriCorps members.
- A Bachelor's degree in Environmental Science, Conservation, Forestry, Natural Resource Management, Biology, or a similar field.

### **Additional Qualifying Factors (not required, but are helpful):**

- Proficiency in computers, GIS, GPS, or similar systems.
- Training in pesticide application, chainsaw, wilderness first aid, wetland delineation, prescribed burning, property surveying, forestry, natural resource management, biology, 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 conflict resolution.

**The Stewardship Associate position is tasked with leading HCLT's conservation easement monitoring, and in helping the Stewardship Coordinator/Director and Executive Director with other stewardship activities, including but not limited to trail building and maintenance, invasive species control, and habitat management. Applicants must be willing and able to work outdoors, sometimes in inclement weather. Typical work includes, but is not necessarily limited to:**

### **Primary Responsibilities**

- Leading conservation easement monitoring;
- Maintaining HCLT conservation easement document records;
- Interacting with landowners, property caretakers, and neighbors about conservation easement monitoring, reserved rights requests, property and easement violations, and other necessary contacts;
- Report property issues and violations to the Stewardship Coordinator/Director.

### **Other Responsibilities in Assisting the HCLT Stewardship Director**

- boundary marking, inspections, and maintenance;

- developing and implementing property management plans;
- trail building and maintenance;
- invasive species control efforts;
- habitat restoration and rehabilitation;
- 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;
- helping other HCLT staff with unrelated tasks when necessary;
- and other duties as assigned.

**Qualified applicants must be willing and able to:**

- work in rugged conditions and terrain;
- work safely alone and with others;
- sometimes work odd hours, including periodically on evenings and weekends;
- learn necessary skills to accomplish their job;
- possess a valid North Carolina driver's license
- and do the work necessary to accomplish the position's responsibilities.