



Deschutes Land Trust
Position Description

Job Title: Stewardship Associate
Reports To: Stewardship Director
Status: Full-time, exempt
Application deadline: Open until filled. Applications will be reviewed beginning February 25, 2019.

The Deschutes Land Trust is seeking a Stewardship Associate to join its dedicated team!

Who We Are:

The Deschutes Land Trust works cooperatively with local landowners to conserve land for wildlife, scenic views, and local communities. The Land Trust office is in Bend, Oregon, but we conserve and care for land throughout Central Oregon and have more than 9,115 acres of land entrusted to us. We believe in building a community of staff, board and supporters who come from diverse cultures, backgrounds, and life experiences. Applicants should be able to embrace a commitment to diversity, equity, and inclusion. People of color and others from historically underrepresented communities are strongly encouraged to apply. For more information about us, visit deschuteslandtrust.org

What You'll Do:

The Stewardship Associate assists with the management and monitoring of all Land Trust conserved lands. You are a core member of the stewardship team, dedicated to restoring and protecting the long-term ecological resiliency of our properties. You assist with restoration planning and implementation, lead work parties and tours, and help maintain preserve facilities. You also engage with our amazing network of volunteers, partners, landowners, and neighbors while helping the Land Trust meet its mission. Core duties and responsibilities include:

Assist with Preserve Management (35 %):

- Regularly monitor assigned preserves
- Maintain and update weed maps and treatment schedules
- Help identify and implement priority restoration projects
- Help manage recreation/general public use
- Help manage lands volunteers
- Help develop and maintain facilities
- Assist with baseline inventory documentation
- Assist with the development and periodic revision of preserve Management Plans

Assist with Conservation Easement Management (35 %):

- Annually monitor assigned easements
- Maintain regular contact with respective landowners and land managers
- Assist with baseline inventory documentation

Assist with Outreach and Education (20 %):

- Organize and lead work parties, tours, and other activities on Land Trust properties

Assist with Stewardship Planning (5 %):

- Help draft annual plans
- Help draft budgets for assigned stewardship activities
- Research and develop stewardship grant proposals as needed

Assist with Acquisitions (5 %):

- Work with the Stewardship Director, Conservation Director, and other project staff as needed to develop conservation projects

What You Need:

- Passion and commitment to the mission, vision, and values of the Deschutes Land Trust
- Bachelor's degree or commensurate experience in rangeland ecology, natural resources, or closely related field
- Proficiency with Microsoft Word and Excel or equivalents, familiarity with current GIS software
- Proficiency with data management (collecting data in field, entering data in database)
- Ability to manage volunteers
- Ability to establish and maintain positive collaborative working relationships with others both internally and externally
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Ability to speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Flexibility to work in a small, open and often busy office space
- Ability to work outside in all weather conditions, all times of the year, often on rugged terrain and with a variety of stewardship tools and equipment
- A personable, professional, upbeat, energetic personality and the ability to use tact and diplomacy to communicate skillfully and effectively with a diverse community

What's Important to Us:

The Deschutes Land Trust is dedicated to and strongly believes in the following mission, vision and values:

Our Mission: The Land Trust's mission is to work cooperatively with landowners to conserve land for wildlife, scenic views and local communities.

Our Vision: Healthy lands that support diverse populations of native plants and wildlife. Communities that are closely engaged with the land, that value the natural world, treat it with respect and are invested in its futures. A region that, even as it grows, retains its natural attributes forever.

Our Values:

- *Excellence:* We strive for excellence in all aspects of our work so we can be most effective at conserving and caring for the land. We demonstrate the highest standards of dedication, personal integrity, truthfulness, and honesty as we carry out our mission.
- *Accountability:* The Land Trust believes in operating as a transparent, accountable, ethical, and effective organization. We hold ourselves to high standards and have policies that outline ethics, conflicts of interest, confidentiality and other important matters. To publicly demonstrate our commitment to high standards, the Land Trust also maintains national accreditation, which ensures our conservation efforts meet national standards for excellence, upholding public trust, and protecting lands permanently.
- *Teamwork:* Staff and board work together to accomplish our mission to conserve and care for the land. We promote a working environment that values respect, fairness, and integrity. We demonstrate positive leadership exemplified by open communication, creativity, dedication, and compassion.
- *Inclusion:* Our land conservation efforts can provide benefits to our entire community and for future generations of Central Oregon if we foster an inclusive environment. We strive to embrace differences and ensure all constituencies in our community feel a sense of belonging. To do this we actively listen, respect, understand, value and incorporate a wide variety of beliefs, backgrounds, abilities, values, and experiences in a clear and consistent inclusive way that invites all people, especially marginalized communities, to engage in our work.
- *Diversity:* We recognize, foster, and celebrate the broad experiences of each individual who wants to engage in our land conservation work. This means we reflect and engage the full range of people's individuality, abilities, culture, background, education, knowledge, perspectives, and needs to enhance and enrich our efforts to conserve and care for land in Central Oregon.
- *Equity:* We strive to recognize and understand the role past land conservation efforts have historically played in creating barriers to equitable conservation. We commit to treating all people, partners, volunteers, donors, staff, and board members in our community fairly while understanding and removing barriers to enable everyone to participate in a more equitable community of land conservation.
- *Collaboration:* We embrace collaboration with a network of volunteers, landowners, public agencies, non-governmental organizations, and academic institutions that support and are interested in land conservation in Central Oregon.
- *Permanence:* Our commitment to the community is an enduring one, premised on the permanence of our land conservation work. Consequently, the Land Trust will invest in the systems and measures to ensure the Land Trust is equipped and prepared to permanently steward and protect the land, while building relevance, a sense of place and a conservation ethic with future generations.

What We Offer:

The Deschutes Land Trust offers competitive salary and benefits to full-time staff. This includes health insurance, a 403B retirement plan with matched contributions, volunteer time off, 20 paid days off annually to start, and 10 paid holidays annually. The position is located in Bend, Oregon and includes some time working on evenings and weekends.

The Deschutes Land Trust is an equal opportunity employer, without regard to race, color, age, sex, sexual orientation, religion, or national origin.