

Eastham Conservation Foundation (ECF) / Orleans Conservation Trust (OCT) Land Manager Position

Reports to:

Eastham Conservation Foundation President / Orleans Conservation Trust Director

Summary/Objective:

The Land Manager will help ECF and OCT advance their missions of open space protection through a variety of land management and stewardship activities. He/she will be asked to assist with land management needs and requests, reporting directly to the ECF President and OCT Director. He/she can expect to be involved with property inspections and maintenance, long and short-term land management planning, land management grant research, property boundary investigating, educational outreach, and volunteer engagement.

Essential Functions:

Manage the Land Assets of ECF and OCT

- Ensure proper documentation is maintained for all properties and conservation restrictions, including: baseline documents, monitoring reports, creating/updating maps of properties using ArcGIS.
- Complete a property inventory for ECF, and update OCT's inventory as needed.
- Create and implement land management plans, using scientific management principals; update existing plans as needed.
- Conduct regular property visits, property boundary surveys, and needed site maintenance.
- Research and write grants relevant to land management/restoration projects.
- Coordinate with the town Conservation Commission and other organizations as necessary.
- Secure outside services, with or without bidding, required for approved land management activities beyond the capability of land steward volunteers.

Engage Members and the Public

- Assist with volunteer engagement, including regular communication with land stewards.
- Coordinate volunteer workdays on conservation properties.
- Collaborate with MassAudubon for terrapin turtle volunteer monitoring on ECF/OCT land.
- Assist with planning of educational walks on conservation properties.

Attend Meetings

- Attend and participate in all Land Management Committee meetings.
- Attend board meetings, when discussion includes land management issues.
- Attend and present at Conservation Commission/other town meetings when necessary.

Supervisory Responsibility:

Assist in supervision of AmeriCorps Cape Cod individual placement and land steward volunteers.

Work Environment:

This job operates in an office setting, and routinely uses standard office equipment. Additionally, this role requires work outdoors, on conservation land that may contain steep slopes, dense vegetation, ticks, and poison ivy. A variety of land-maintenance and vegetative management hand tools and power tools will be used.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to handle; and reach with hands and arms. Outdoor field work requires use of a personal vehicle, hiking in steep and uneven terrain, and carrying up to 25 pounds. Applicants must be able to perform the essential functions of the job, including use and maintenance of power and hand tools, with or without reasonable accommodation.

Position Type and Expected Hours of Work:

This is a full-time position split between two organizations, and typical work days are Monday through Friday, with some weekend or evening events required. The Land Manager will work an average of 40 hours a week, with some flexibility in days and hours of work.

Travel:

Travel is primarily local during the business day. The applicant must be able to use their own personal vehicle, and possess a valid driver's license.

Required Education and Experience:

- Individuals with a background in environmental studies, ecology, natural resource management, or related field preferred.
- An understanding of land trust or environmental nonprofit functioning preferred.
- Ability to work independently and as part of a collaborative team.
- Organizational and communication skills.
- Volunteer coordination and recruitment.
- Experience with Microsoft Office, ArcGIS, and handheld GPS units.
- Helpful if individual is comfortable using a variety of tools and gas-powered machines.
- Ability to work outdoors in variable weather conditions.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Salary and Benefits:

Annual salary is in the \$30,000-\$35,000 range, commensurate with experience and education. Benefits include health insurance, two weeks paid vacation, sick leave, mileage reimbursement, and professional development opportunities.

Last Date Reviewed/Modified: February 13, 2017