



## York Land Trust

**Position:** Stewardship Coordinator

**Location:** York Land Trust, 1 Long Neck Marsh Road, York, ME 03909

**Organization Description:** York Land Trust (YLT) is a member-supported, nonprofit organization located in York, Maine, with more than 650 contributors. Our mission is to protect and care for significant natural lands and waterways in the greater York Maine area for the benefit of the community and the environment. We have protected nearly 3,600 acres, including more than 1,500 acres in seven public preserves that are open every day for free to more than 50,000 people who live in the six towns within the greater York area (Eliot, Kittery, Ogunquit, South Berwick, York, and Wells).

York Land Trust has also protected an additional 1,300 acres in York held by federal, state, and local agencies. Since 2002, YLT has worked collaboratively with nine other partner organizations on the Mt. Agamenticus to the Sea Conservation Initiative (MtA2C) to protect more than 15,300 acres of conserved land and open space within the focus area which includes more than 50 miles of hiking trails across 30 public preserves.

YLT operates out of a historic replica, Cape-style house that provides office and meeting space and a community room for programs. Our headquarters is situated on a 300-acre preserve with public walking trails and gardens. Learn more about us at [www.yorklandtrust.org](http://www.yorklandtrust.org).

**Position Summary:** The Stewardship Coordinator will be responsible for land monitoring and a variety of land management activities associated with York Land Trust's conserved properties. The Stewardship Coordinator will lead and strengthen our Stewardship Volunteer Program, and support and create opportunities for environmental education and research on our preserves. They will have a role in organizing and maintaining land and easement recordkeeping and will assist in creating maps and other resources for land management, public access, and educational purposes.

**Responsible to:** Stewardship Director

**Supervisory Responsibility:** Stewardship Volunteers and Interns, in collaboration with Stewardship Director

### **Duties & Responsibilities:**

- Management of fee-owned YLT lands: conduct annual monitoring and reporting of fee-owned lands to ensure compliance; assist with implementation and management of ecological management projects on YLT owned lands such as management plan creation, invasive species removal, forestry, restoration project management, trail maintenance and installation, public access, and facility maintenance.
- Management of conservation easement properties: conduct landowner outreach and annual monitoring, reporting; assist in creating baseline data for new conservation easements and updating existing baseline documentation to reflect property use changes.
- Help build and maintain positive relationships with diverse partners including property neighbors, landowners under easement, community leaders, other non-profit organizations, and long-term volunteers.
- Help maintain and update stewardship records and GIS database and software.

- Utilize digital photography, GPS, and GIS technologies to create project maps and develop public use materials.
- Facilitate community science projects and events on preserves (vernal pool monitoring, bird counts).
- Lead and develop the Stewardship Volunteer Program, including volunteer recruitment, training, retention, and volunteer work-day planning.
- Assist the Stewardship Director with coordinating the work of Stewardship Committee and related sub-committees.
- Maintain and repair equipment, including chainsaws, lawn mowers, power and hand tools.
- Help with maintenance of YLT Headquarters grounds, including mowing, shoveling, and snow blowing as needed.
- Coordinate with the Outreach Department and Community Partners to develop stewardship related educational events, as needed.
- Other duties and responsibilities as directed by the Executive Director, Stewardship Director, Stewardship Committee, and Board of Directors.

**Qualifications:**

- Education and experience in natural resources management, land stewardship and restoration, ecology, and outdoor recreation/trails management.
- Strong naturalist skills: Scientific knowledge of ecosystem functions and potential threats to those systems and proficiency at identifying aquatic and terrestrial flora and fauna associated with Southern Coastal Maine.
- Strong written and oral communication skills, relationship building, and public speaking ability.
- Demonstrated ability to successfully plan and manage multiple projects and priorities at the same time.
- Proven success leading and managing volunteers.
- Strong GIS mapping and database skills.
- Excellent ability to work in a team and independently.
- Practical problem-solving and organizational skills with attention to detail and record-keeping.
- Desire and ability to meet the significant physical demands that the position requires.
- Comfortable working in outdoor settings with the ability to hike on rough terrain in adverse conditions and in remote locations.
- Valid driver's license, clean driving record, and access to a reliable automobile.
- Chainsaw and carpentry skills preferred.

**Compensation and Benefits:** This is a full-time salaried position of \$47,000 annually with comprehensive benefits including health and dental insurance, vacation, holiday, sick time, and retirement benefits. Some weekend and evening work are required.

*York Land Trust understands that conserving land should be a benefit for all. We are an equal opportunity workplace and are committed to equal employment opportunity regardless of race, color, ancestry, national origin, citizenship, ethnic group, religion, sex, sexual orientation, age, marital status, disability, gender identity, or veteran status. We do not tolerate discrimination, harassment, intimidation, or bullying on the basis of the aforementioned in any experience with York Land Trust.*

**How to Apply:** Send a cover letter and resume to [info@yorklandtrust.org](mailto:info@yorklandtrust.org). Applications must be submitted by 9:00am on Monday, March 25, 2024. Interested applicants are encouraged to apply early. No phone calls please.