



Ridge and Valley Conservancy (RVC) is a private, non-profit land trust based in Newton, New Jersey. Since 1992, RVC has worked with diverse partners to preserve over 4,000 acres in Warren and Sussex counties. RVC strives to practice sound ecological management of its preserves, safeguarding sensitive habitats and the native species that inhabit them. Many RVC preserves have public hiking trails. RVC is accredited by the national Land Trust Accreditation Commission.

Read more about RVC at www.ridgeandvalleyconservancy.org

RVC is now seeking a part-time Stewardship Coordinator (SC) to plan and conduct stewardship activities across its preserved lands. This role is expected to grow to a full-time position in 3 to 5 years.

Position Title: Stewardship Coordinator

Type: Part-time employee (or contract position) — 12-15 hrs/wk (*all year, hours will vary based on season*)

Salary: \$20-\$25/hr + mileage

Reports To: Executive Director

Direct Reports: None

Position Summary: The Stewardship Coordinator plans and oversees all stewardship activities for Ridge and Valley Conservancy's fee-owned preserves and conservation easements, and performs stewardship labor such as trail maintenance, invasives removal, and restoration projects.

Key Responsibilities:

In accordance with Land Trust Standards and Practices, and RVC stewardship policies, SC will:

- Perform annual monitoring and prepare Annual Monitoring Reports for all fee and conservation easement properties;
- Prepare Baseline Documentation Reports for new acquisitions;
- Prepare Land Management Plans for new acquisitions and maintain/update existing plans;

In addition, SC will:

- Spearhead RVC's Stewardship Committee —plan and lead 4 quarterly committee meetings per year; prepare stewardship reports for board meetings;
- Prepare annual stewardship budget;
- Prepare and oversee annual workplan for stewardship activities;
- Work with Stewardship Committee and supervisor to develop appropriate response to field issues;
- Serve as stewardship point person for stewardship contractors, conservation partners, and easement landowners;
- Oversee volunteer coordination for stewardship projects, including organizing monthly Volunteer Saturdays;
- Prepare grant applications for stewardship projects;
- Oversee RVC deer-hunting program;
- Oversee and personally perform trail maintenance, invasives removal, new planting and other restoration projects
- Steer activities of RVC seasonal land stewards;
- Perform stewardship-related administrative tasks (e.g., report filing/digital archiving, communications)

**Core Competencies:**

Candidates must demonstrate:

- Ability to work independently and to self-manage effectively;
- Ability to organize and manage multiple projects concurrently with diverse stakeholders;
- Ability to communicate clearly and effectively in oral and written form;
- Ability to work cooperatively with diverse staff, landowners, conservation partners, volunteers;
- Competency with MS Word, Excel, and/or equivalent business software on either PC or Mac;
- Willingness to master new technologies as may be needed, such as ArcGIS for mapping, GPS apps for fieldwork
- Willingness and ability to learn and apply Land Trust Accreditation standards and practices for stewardship;
- Ability to hike for several miles in rough terrain and to work outdoors for extended periods of time;
- Ability to carry in and work with typical stewardship tools in the field (chainsaw experience a plus).

Qualifications:

Education: Bachelor's degree

Work Experience: Previous land stewardship experience with a land trust or other conservation organization is preferred. Related work experience with government entities or companies involved with land management will be considered, as will education and experience in environmental science, ecology, botany, forest management.

Candidate must have a valid driver's license and own transportation that can be utilized for travel and to carry stewardship equipment.

Candidate must have a smart phone and a laptop, and be able to work remotely over high-speed internet.

Application:

E-mail a current resume and a cover letter to Susi Tilley, Executive Director, at susi@ridgeandvalleyconservancy.org.

No phone calls, please.