



## **Stewardship Assistant Job Announcement**

**Job Status:** Part Time: 32 hours per week; Permanent; Non-Exempt

**Location:** Bremerton, WA

### **Position Description**

The Stewardship Assistant is responsible for assisting in the stewardship of Great Peninsula Conservancy's conservation properties, including annual property monitoring and maintenance, recruiting and training volunteer property stewards, leading stewardship work crews (volunteer and paid), and maintaining stewardship equipment and files. The Stewardship Assistant also assists the Stewardship Manager in preparing property management plans and baseline reports, and in implementing stewardship projects.

### **Responsibilities**

- Conduct, and oversee volunteers in conducting, annual monitoring of GPC conservation easements and fee-owned properties integrating GIS technology
- Recruit and train volunteer property stewards, and oversee their work
- Prepare written monitoring reports and GIS-produced monitoring maps
- Perform property maintenance, including installing or replacing gates, fences, and signs; trash removal; and staking boundaries
- Maintain stewardship equipment, conduct annual inventory and replace equipment as needed
- Maintain stewardship files, data, and documentation according to property records policy
- Assist the Stewardship Manager in preparing management plans (fee-owned properties) and baseline reports (conservation easements) for new conservation properties
- Assist the Stewardship Manager in implementing management plans, including invasive species management, land stewardship, ecosystem restoration, and public access, on GPC properties
- Assist the Finance & Operations Director in preparing GPC's accreditation renewal application
- Collaborate with other staff to advance organizational priorities and achieve GPC's mission
- Other duties as assigned

### **Qualifications**

- One year of experience in land stewardship or natural resources management
- Bachelor's degree in wildlife/fisheries/conservation biology, forest/plant ecology, natural resources management, planning, landscape architecture or related field
- Sincere commitment to the mission, values, and goals of GPC
- Competency in using ArcGIS
- Familiarity with local flora and fauna, and forest management practices
- Experience working with mowers, chain saws, weed whips, hand saws, sprayers, and small tools
- Physical ability to hike rough terrain
- Car and valid driver's license

## **Stewardship Assistant Job Description**

### **Skills**

- Ability to develop relationships with a variety of people
- Ability to address issues constructively
- Ability to remain focused, outcome-driven, and meet deadlines
- Articulate communicator, both verbally and in writing
- Strong organizational skills and attention to detail
- Ability to navigate in remote locations and accurately locate boundary lines using a compass and map, as well as with a GPS device and survey
- Excellent computer skills including MS Word, Excel, PowerPoint, and Outlook

### **Compensation**

- Hourly: \$17.50 per hour
- Health Care: Employer sponsored health insurance plan is available.
- Retirement: SIMPLE IRA after three-months of employment
- Vacation, Personal and Holiday Leave

### **To Apply**

Please submit a cover letter and resume to: [sandra@greatpeninsula.org](mailto:sandra@greatpeninsula.org). **Application Deadline: April 22, 2019**

### **About Great Peninsula Conservancy**

Great Peninsula Conservancy is an accredited land trust that works to protect forever the natural habitats, rural landscapes, and open spaces of West Puget Sound, Washington. Since 1980, Great Peninsula Conservancy has protected over 10,000 acres of shorelines, streams, forests, and community greenspaces. GPC's office is located in Bremerton, a quiet community with a large Navy base and shipyard, a burgeoning network of land and water trails, a natural heritage tied to forestry and salmon fisheries, and with commuter access to Seattle via the state ferry system.