



Stewardship Project Coordinator

Job Description

Position Type: Part-time/Hourly, Non-Exempt

Location: Fort Bragg, California

Starting Salary: \$24 per hour, 24 to 30 hours per week

Benefits: Paid time off (PTO) - prorated vacation, sick, and holiday PTO based on hours worked.

Health insurance - 50% employer contribution towards group medical, dental, and vision insurance and life insurance. SIMPLE-IRA retirement plan with up to 3% match.

ABOUT THE POSITION

The Mendocino Land Trust (MLT) is looking for a Stewardship Project Coordinator who is passionate about land conservation and is interested in growing with our organization. This position involves working with the stewardship staff to maintain public access trails and care for land trust properties. This is a part-time, entry-level position based in Fort Bragg, California. The Project Coordinator will report to the Stewardship Director and work closely with the Stewardship Project Manager as part of the MLT Stewardship Team.

Job duties include monitoring conservation easements, completing monitoring reports, drafting baseline documentation reports, coordinating volunteers at monthly volunteer events, performing trail maintenance and construction, and participating in organizational fundraising and outreach activities. Familiarity with GIS mapping is helpful, and advanced use of office suite software such as G Suite or Microsoft Office is key. Candidates must be able to work independently and as part of a team in various settings, including outdoors, shared office space, and remotely. Excellent communication and writing skills are important. The position requires a driver's license and regular performance of strenuous activity in rugged outdoor terrain. Work occasionally occurs on weekends. The position may require overnight camping for remote trail construction projects.

The Coordinator's work will focus on these three areas:

Stewardship

The Project Coordinator will annually monitor and document MLT's Conservation Easements in adherence with Land Trust Alliance's best practices. This position will be responsible for drafting baseline documentation reports for new conservation easements. The Project Coordinator will also assist with the stewardship of all of MLT's coastal preserves and trails by performing monthly maintenance and coordinating volunteer events.

California Coastal Trail

The Project Coordinator will assist with MLT's California Coastal Trail Program, including the exploration of new California Coastal Trail development opportunities.

Restoration

The Project Coordinator will assist with ongoing pollinator habitat restoration and forest fuel management projects. Some of the work will be in remote field locations.

POSITION RESPONSIBILITIES

- Complete annual conservation easement monitoring to ensure compliance with easement terms. Some monitoring visits require strenuous hiking and travel to remote areas where a team of two is needed.
- Manage all routine correspondence with easement owners, including site visit schedules and inquiries.
- Produce monitoring reports and maps documenting the condition of easements as required by MLT and Land Trust Alliance standards and practices
- Prepare Baseline Documentation Reports for new conservation easements
- Maintain MLT's coastal trails monthly. This includes invasive plant removal, mowing, weed whipping, infrastructure maintenance (fences, gates, boardwalks), and trash pick-up
- Keep ongoing monthly trail logs of trail monitoring and maintenance; document items in need of attention or replacement and communicate needs with the Stewardship Director
- Prepare periodic status reports for Board meetings
- Cultivate positive working relationships with land owners, partners, and neighbors
- Assist with the exploration, design, and construction of new trails
- Assist with recruitment, training, and evaluation of summer interns
- Assist with project development and preparation of grant proposals for new project work
- Provide administrative support with grant invoicing and report writing
- Maintain and repair tools and field equipment
- Generate social media content in coordination with Outreach and Communications staff

Other important skills that are helpful to have, or could be learned on the job:

- Proficiency with the use and interconnection between ArcGIS, field apps, and GPS, or a strong ability to quickly master new software applications as they are released
- Ability to walk several miles a day over rough terrain in poor weather
- The ability to self-organize work effectively and work within budgets
- The ability to write very well (letters to landowners, grant applications, reports to funders, etc.)
- Prioritize assignments, meet deadlines, and maintain attention to detail
- Willingness to occasionally use a personal vehicle on Mendocino Land Trust business
- Attend organizational fundraising and outreach activities
- The ability to work flexible hours, including weekends and occasional evenings; some overnight camping may be required during busy project seasons.
- Strong interpersonal skills, including the ability to exercise initiative, good judgment, and tact.

HELPFUL EDUCATION OR RELATED LIFE EXPERIENCE

- Bachelor's degree in natural resources, ecology, geography, conservation, biology, forestry, or related field
- Experience working with a nonprofit organization or public agency in natural resource conservation or land use planning
- Experience in building and maintaining collaborative relationships with co-workers, partner organizations, government officials, public agencies, community groups, and the general public
- Ability to read maps and drive a 4WD vehicle

ABOUT MENDOCINO LAND TRUST

MLT is a nonprofit conservation land trust operating throughout the Mendocino County region and beyond, which includes all areas of Mendocino County plus work in the Eel River watershed in Lake County. The mission of the Mendocino Land Trust is to conserve important natural resources of Mendocino County, including working farmlands and forests, wildlife habitat, open space, scenic vistas, watersheds, and to facilitate public access.

We work diligently to:

- Preserve our land for its scenic and recreational values
- Build trails so that people can have a direct connection to beautiful landscapes
- Protect and restore waterways and forests which provide critical wildlife habitat
- Preserve family farms and ranchlands for generations to come
- Care for the lands we have protected in perpetuity

MLT DEI MISSION STATEMENT

The Mendocino Land Trust is committed to incorporating issues of diversity, equity, and inclusion into every aspect of what we do. We believe that in order to address land conservation equitably and pursue environmental justice in Mendocino County, our Board of Trustees, staff, interns, volunteers, visitors, landowners, donors and other constituents must be representative of all of the members of the community we serve. We are keenly aware that the conservation movement has not always accomplished these goals. Natural public spaces do not always feel safe for everyone, and underrepresented communities have too often been marginalized, ignored, or devalued in making decisions about how to protect, steward, and share the land we all care so deeply about. We do not have all the answers, and we have yet to accomplish all of our goals when it comes to diversity, equity, and inclusion principles. We at the Mendocino Land Trust acknowledge the work we all must continue to do and pledge to approach that work with openness, honesty, humility, and a desire to learn and do better going forward.

Don't meet every single requirement? Studies have shown that women and people from diverse communities are less likely to apply to jobs unless they meet every qualification. If you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles. Mendocino Land Trust is an equal opportunities employer with an inclusive environment where all employees can contribute to their fullest potential. We are open to accommodation requests regarding assistive technologies, accessibility tools, or any other reasonable adjustments that will make working here more accessible for you.

TO APPLY:

Please submit a cover letter and resume to: nhoutz@mendocinolandtrust.org. This position is open until filled.