



## ***JOB DESCRIPTION***

***May 10, 2017***

***Open until filled***

***Title:*** Land Steward

***Supervisor:*** Land Manager

***Organization:*** Dartmouth Natural Resources Trust, Inc.

***Location:*** Dartmouth, Massachusetts

The Dartmouth Natural Resources Trust (DNRT) seeks a full-time Land Steward with a passion for the outdoors to help support our mission of preserving and protecting natural resources for people and nature.

DNRT is a nationally accredited land trust based in Dartmouth, Massachusetts. Founded in 1971, the organization has worked for more than 45 years to preserve and protect Dartmouth's incredible scenic, historic, agricultural, and natural resources. DNRT now owns more than 1,700 acres in 50 Open Space Reserves and stewards 51 Conservation Restrictions on an additional 1,300 acres. Combined with the work we have done in partnership with other conservation organizations and state and local agencies, DNRT has worked to protect more than 5,000 acres in Dartmouth.

### ***Summary of Position:***

The Land Steward (Steward) primarily works to support the management of DNRT's properties. A significant amount of the Steward's time is spent conducting a broad range of land management activities focused on improving the ecological health of our properties and providing our visitors with exceptional experiences in nature. The Steward assists the Land Manager with other stewardship responsibilities, such as creating and updating Baseline Documentation Files, inspecting Conservation Restrictions, and organizing and overseeing volunteer groups. As part of the DNRT team, the Steward also assists with other aspects of community outreach, other DNRT events, and special projects as necessary. This is a dynamic position that can be quite unpredictable from day to day due to weather conditions and other unforeseen circumstances. The successful applicant must be both flexible and well organized.

### ***Specific Duties:***

- Implement land management objectives on DNRT Reserves, including performing routine maintenance such as trail trimming, removal of downed or falling trees, mowing, removal/treatment of invasive species, installation of erosion controls, benches, kiosks, signage, fencing, and minor construction work/repairs.
- Maintain equipment in good repair.
- As new Reserves are acquired, work with the Land Manager to develop new trail systems, signage, and mapping.
- Organize annual volunteer inspections of DNRT's Open Space Reserves and Conservation Restrictions.
- Monitor DNRT's Reserves and Conservation Restrictions by conducting field visits, taking photographs, and completing short monitoring reports.
- Coordinate and supervise volunteer groups of all ages and skill levels at trail crew work parties.
- Create and update Baseline Document Files on Reserves and Conservation Restrictions and develop new ones as appropriate. Tasks include preparing introductory material, obtaining copies of deeds and legal documents, writing property descriptions, photo documentation, and GIS mapping.
- Assist Land Manager in directing activities of seasonal field staff.
- Assist Land Manager with applying for permits and/or direct the work of contractors on Reserves.
- Interact with the public as a DNRT representative and help with outreach and special projects as necessary.

***Qualifications:***

- Bachelor's Degree. Focus on natural resources, environmental science, or other biological sciences preferable.
- Experience safely using motorized maintenance equipment, such as chainsaws, mowers, weed whackers, etc.
- Ability to lead and supervise volunteers on a variety of projects, including trail work, monitoring visits, and special projects.
- General knowledge of local flora, fauna, and ecological processes.
- Willingness to work positively with the public to promote conservation goals. An upbeat and outgoing personality is essential in this position.
- Excellent written and verbal skills.
- Computer literacy, including word processing (Word) and spreadsheet (Excel).
- GIS experience preferred.
- Familiarity with property descriptions, conveyances, Conservation Restrictions, plans of land, and a variety of types of maps desirable.
- Orienteering skills with compass and/or GPS desirable.
- Massachusetts pesticide applicator's license (Core) or willingness and ability to obtain such a license within 12 months of hire.
- Valid driver's license and own vehicle.

***Physical Demands & Working Conditions:***

This position requires strenuous physical work: frequent standing, bending, twisting, and hiking. Must be able to lift, push, or pull objects over 50 pounds. Candidate must be willing and able to work outdoors in a variety of weather conditions.

***Hours and Compensation:***

This is an entry level (0-2 years experience), full-time position (40 hours/week) with a salary of \$35,000. Occasional evening and weekend event work is required.

We offer a fun atmosphere, a serene and bucolic workplace (renovated farmhouse on a working farm), and a benefit package that includes a SIMPLE IRA matching program (up to 3%), contributions toward health insurance, and a generous vacation package.

***Application:***

Please send a résumé and cover letter to: Linda Vanderveer, Land Manager, DNRT  
Mail: P.O. Box 70567, Dartmouth, MA 02747 / E-mail: linda@dnrt.org