



## **2014 JOB DESCRIPTION**

---

**Title:** Land Stewardship Assistant

**Supervisor:** Land Manager

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

DNRT is one of the most successful land trusts in Massachusetts. Founded in 1971, the organization has worked for more than 40 years to preserve and protect Dartmouth's incredible scenic, historic, agricultural, and natural resources. DNRT now owns more than 1,500 acres in 53 Open Space Reserves, and stewards 43 Conservation Restrictions on an additional 1,100 acres. Combined with the work we have done in partnership with other conservation organizations, and state and local agencies, DNRT has worked to protect nearly 5,000 acres in the town of Dartmouth.

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

The Land Stewardship Assistant (Steward) primarily works to support the management of natural resources within DNRT's Open Space Reserves. A significant amount of the Steward's time is spent in the field conducting land management activities on the different DNRT reserves. Additionally, the Steward assists the Land Manager with other stewardship responsibilities, such as updating Baseline Documentation Files and Management Plans, inspecting Conservation Restrictions, and other administrative duties including record keeping and file management. The Steward will also assist with other aspects of community outreach and 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. Successful applicant must be flexible, have excellent time management skills, and be able to juggle multiple field projects and office work simultaneously.

### ***Desired Qualifications:***

- Bachelor's Degree or college level coursework in natural resources, environmental science or other biological sciences.
- Ability to safely use motorized maintenance equipment, such as chainsaws, mowers, weed whackers etc.
- Ability and willingness to lead and supervise volunteer work parties.
- Capable of working alone or in a group in challenging weather conditions – candidate should love the outdoors.
- Plant and wildlife identification skills desirable.
- Excellent written and verbal skills.
- Computer literacy, including word processing (Word) and spreadsheet (Excel). GIS experience a plus.
- Familiarity with property descriptions, conveyances, plans of land and a variety of types of maps desirable.
- Orienteering skills with compass and/or GPS desirable.
- Highly organized and detail oriented.
- An ability and willingness to work positively with the public to promote conservation goals.
- Must have a valid driver's license and own vehicle.

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

- Implement land management objectives on Reserves. Perform routine maintenance including trail trimming, removal of downed or falling trees, mowing, removal/treatment of invasive species, installation of erosion controls, benches, kiosks, signage, fencing, etc., and minor construction work/repairs.
- As new Reserves are acquired, work with the Land Manager to develop new trail systems, signage, mapping, etc.
- Maintain equipment in good repair.

- Help monitor DNRT's Open Space Reserves and Conservation Restrictions by taking photographs and completing short monitoring reports.
- Create and update Baseline Document Reports on Reserves and Conservation Restrictions and develop new ones as appropriate. Tasks include preparing introductory material, photo documentation, and GIS mapping.
- Coordinate and supervise volunteer groups of all ages and skill levels at work parties.
- As requested by Land Manager, apply 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.
- General administrative duties.

***Hours and Compensation***

Permanent position, average of 32-40 hours per week at \$14.50 per hour. Schedule may include evening and occasional weekend events.

***Application:***

Please send a resumé and cover letter to Linda Vanderveer, DNRT Land Manager

Mail: P.O. Box P-17, Dartmouth, MA 02748 / Fax: 508-991-4044 / email: linda@dnrt.org

***For more information on DNRT:*** [www.dnrt.org](http://www.dnrt.org)

***Open until filled.***