



## **Position Description: Stewardship Coordinator**

### **Ozaukee Washington Land Trust Mission and Vision**

To protect and steward land and water for the benefit of all.

Inspiring people to engage with nature by ensuring that habitats, working lands, and water resources are conserved, connected, and resilient.

### **About OWLT**

Our efforts improve the water quality of our lakes, streams, rivers, and wetlands, protect and enhance wildlife habitat, and preserve the scenic and open spaces that define our rural landscape. By creating strong conservation relationships, we promote public awareness of the benefits of land preservation, and provide opportunities for nature-based recreation, improving the quality of life in our communities.

Since 1992 Ozaukee Washington Land Trust (OWLT) has been the region's driving force in land preservation and protection. OWLT currently owns, manages, and is actively restoring over 2,000 acres of natural areas and wildlife habitat across 35 preserves. In addition, OWLT protects over 7,000 acres through conservation easements, partnerships and planned gifts.

### **Responsibilities**

This position is field based with occasional office and administrative work. The purpose of this position is to improve field efficiency in managing staff and volunteers and to help develop OWLT's stewardship program. This will include working with the Stewardship Managers and Director to plan, advertise, and execute workdays, build programs (seed collection, entrance stewards, site captains, etc.), and improve communication mechanisms. The coordinator will lead natural areas workdays with seasonal employees and volunteers. This includes mobilizing equipment, communicating with staff, and managing 'in the field' stewardship activities. Additionally, the coordinator will be responsible for overseeing tasks related to projects and grants as well as property management and strategic plans.

This position is responsible for leading team members to accomplish stewardship goals efficiently while establishing and maintaining team comradery. In the field, the coordinator is responsible for maintaining OWLT's respected image. This includes greeting and answering questions from preserve users and volunteers.

As this position is new, this position description document will be a living document for at least the first two years of implementation (FY 2022-2024). Additionally, the task responsibility percentage will vary greatly as additional Stewardship staff are able to help with the workload.

These responsibilities include:

### **Land Stewardship:**

Plan workdays and advertise/communicate to key volunteers.

Determine workday needs, which involves gathering supplies, mobilizing equipment, running workdays, documenting workday activities, conducting ecological inventories, managing seasonal Land Stewards and volunteers and ensuring a safe workday experience for all.

Track equipment use, ensure cleaning of equipment.

### **Volunteer Program**

Organize, engage with, and motivate volunteers. This includes individual stewardship volunteers, church groups, school groups, boy/girl scout troops and corporate groups. The coordinator will work with the Stewardship Director and Manager to plan, advertise, and execute workdays, build programs (seed collection, entrance stewards, site captains, corporate volunteer days etc.), and improve communication mechanisms to better engage our volunteers.

Provide input or maintain OWLT calendar/social media/other communication platforms.

### **Program Development**

Anticipate (Fall 2022) working across departments to design, manage, and execute all aspects of the Serve Wisconsin AmeriCorps grant to expand OWLT's Land Steward program for 2023-2024 field season. This program seeks to grow the OWLT Stewardship program in accordance with OWLT's mission.

- Conduct OWLT needs assessment to identify potential projects and/or programs within the organization that would benefit from AmeriCorps Member service.
- Work with OWLT staff to define the role and duties of AmeriCorps Members.
- Manage an AmeriCorps program design process that meets AmeriCorps federal guidelines.
- Create operating budget for an AmeriCorps program.
- Identify needs and methods for training AmeriCorps members and volunteers.
- Coordinate meetings with stakeholders to develop an AmeriCorps program and maintain community relationships to assure program success.
- Develop and execute systems for data tracking and documentation for the Serve Wisconsin AmeriCorps grant.
- Coordinate with OWLT staff to develop marketing and volunteer resource tools.
- Develop a public outreach and comprehensive plan for recruiting AmeriCorps Members.
- Work with philanthropic organizations to explore opportunities that establish and enhance the AmeriCorps program.
- Coordinate all aspects of AmeriCorps grant management.
- Serve as a liaison between OWLT and Serve Wisconsin.

**Minimum qualifications required**

- Related professional level experience or a bachelor's degree in natural resource management or related field of study
- Knowledge and experience in natural area management techniques
- Valid driver's license

**Knowledge, skills, and abilities**

- Basic use and repair of hand tools and power equipment including hand shears, loppers, chainsaws, lawn mowers, tractors, brush cutters etc.
- Knowledge of local wildlife and vegetation
- Self-motivated, flexible, and ability to adapt to change and meet project deadlines
- Experience leading a team and supervising volunteer activities
- Experience/certification in herbicide use and chainsaw safety
- Experience in the use of GPS and GIS technology
- Ability to navigate and manage online and web applications for data collection
- Ability to work independently, in a team setting, with partners, and with the public
- Ability to communicate effectively with landowners, the public, media, professional colleagues and government entities
- Ability to drive truck and trailer

**Physical Requirements**

- Ability to work in all weather conditions
- Ability to traverse various types of terrain
- Ability to lift 50 lbs.

**Salary and Benefits:**

Salary range of \$38,000 - \$42,000 is for a full-time position and will be based on experience. Employee benefits include a health insurance stipend and Simple IRA (OWLT matching up to 3%).

*Position Posted 2/11/2022*