

**Indian River Land Trust**  
**JOB DESCRIPTION**  
**Land Stewardship Associate**  
**2019**

**Job Title:** Land Stewardship Associate  
**Location:** Vero Beach, Florida  
**Compensation:** Part-time, hourly; commensurate with experience

**General Position Description:** Under the supervision of the Director of Land Stewardship, the Land Stewardship Associate monitors and assesses conservation properties and conducts/coordinates land stewardship and land management activities for conservation properties. The successful applicant will be able to work efficiently both independently and in a team setting. Duties include, but are not necessarily limited to, the following:

**1. Conservation Property Maintenance and Management**

- Assist with coordinating land management activities, including oversight of contractors
- Conduct light trail and property maintenance
- Conduct and assist with coordinating exotic plant control and habitat restoration
- Collect debris and trash from conservation properties as warranted

**2. Conservation Property Monitoring and Assessment**

- Assist with monitoring, assessing, and reporting on IRLT conservation property conditions and natural resource inventories
- Assist with documentation and records management for conservation projects, including grant projects
- Provide relevant information about property conditions and management activities for reports to the Board of Directors and associated committees

**3. Conservation Area Events and Activities**

- Assist with planning conservation site tours, trail cleanups and habitat projects
- Coordinate with volunteer tour guides and volunteer groups
- Assist with coordinating education and research partners for activities occurring on conservation properties
- Assist Land Trust staff with ad hoc projects (e.g. preparation for member events)

***Knowledge, Skills and Abilities:***

*Minimum qualifications:*

- Two years of experience in land stewardship and land management work
- Ability to work outdoors for prolonged periods of time in a variety of physically challenging weather and ground conditions
- Ability to carry up to 40 pounds and to work in physically strenuous conditions
- Must possess or have the ability to acquire a valid driver's license
- Ability to provide adequate transportation to conservation properties and events
- Experience using hand-operated equipment
- Working knowledge of common software applications (e.g. Microsoft Office)

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*Preferred qualifications:*

- Experience with a land trust
- Experience with land conservation, habitat restoration and invasive plant control methods
- Experience with GIS, GPS and interpreting maps
- Strong interpersonal communications and writing skills
- Willingness to work occasional weekends or evenings

***Education and Certifications:***

*Minimum qualification:* Two-year (associate's) college degree in biology, botany, ecology, environmental science, natural sciences, or related field.

*Preferred qualification:* Four-year (bachelor's) college degree in biology, botany, ecology, environmental science, natural sciences, or related field.

Relevant training or certifications will be given additional consideration.