



ALLEGHENY LAND TRUST

STEWARDSHIP DIRECTOR EMPLOYMENT OPPORTUNITY

Title: Stewardship Director

Type: Full Time, 40 hours/week

Status: Exempt, Salaried

Office Location: Sewickley, PA

Reports To: Vice President of Stewardship

Compensation: \$41,500 to \$48,800 plus excellent benefits including vacation, sick and personal time off, paid holidays, medical, dental and vision benefits, paid parental leave and a retirement plan with 3% employer contribution

About Allegheny Land Trust

Founded as a 501(c)(3) nonprofit in 1993 in response to the rapidly declining amount of green space in Allegheny County, Allegheny Land Trust (ALT) has protected more than 3,700 acres to preserve our region's unique natural beauty, provide accessible outdoor recreational opportunities, improve water quality, sustain biodiversity, and enhance the overall quality of life for all. ALT's strategic priorities are land protection, land stewardship, community conservation, and environmental education. More information can be found at alleghenylandtrust.org.

Position Summary

The Stewardship Director is a full-time employee who will manage ALT protected lands through recruitment and activities of ALT's volunteer cohort and stewardship partners. The position will take the lead in identifying baseline stewardship requirements, development and execution of ALT land stewardship plans, GIS/GPS equipment use and system navigation, and general property maintenance.

In addition to having responsibility for the implementation of ALTs property land management plans, the Stewardship Director will be expected to play an active role in future land stewardship decisions and conservation strategies as well as be an active member of advancing the future of ALT through its programs and strategic plan.

Duties and Responsibilities

- Oversees daily work assignments and performance of land management staff and seasonal interns. Assists in the selection and supervision of interns.

- Implements and maintains policies and procedures for ALT user groups. Assists supervisor in establishing formal processes and maintaining positive relations with stakeholders; i.e., neighboring landowners, hunters, dog groups, etc.
- Recruits, trains, and manages work of ALT volunteers (approximately 40 individual and 500 attendees in open events and corporate groups). Develops volunteer projects focused on restoration, trail management, and property specific needs/infrastructure. Makes assignments and follows up on results.
- Assists in the creation, goal-setting, and execution of ALT land/property management plans. Reviews, updates, and monitors progress of plans as required producing appropriate documentation as necessary. Establishes volunteer projects to support plans.
- Updates and maintains GIS mapping software with data collected from ALT properties.
- Other duties assigned by the supervisor.

Working Conditions

- Normal office conditions approximately 60% of work time, 40% outdoor activities with significant walking on uneven terrain in seasonal weather conditions. Strong variability between physically active workdays and extended sitting workdays based on schedule.
- Occasional lifting and carrying equipment or materials weighing up to 40 lbs. Occasional standing for lengthy periods of time during outreach events or conferences. Frequent travel by vehicle to ALT properties and potential acquisition sites.
- Remote Work and Home Office - Allegheny Land Trust allows employees to work a pre-approved hybrid schedule to support work-life balance and efficiency. Expectations for remote work are reliable electricity and internet connections in a relatively distraction-free environment.

Qualifications

- Ability to read and write at an advanced level and to verbally communicate effectively with others to encourage participation and collaboration in projects to accomplish results.
- Comprehensive knowledge of biological principles, forestry concepts, and elements of land stewardship as may be obtained with a 4-year degree in natural or environmental sciences, conservation or forestry, or equivalent experience.
- Knowledge of volunteer program management as may be obtained through extensive personal volunteering or 2-3 years of experience in directing the activities of other volunteer groups, or equivalent experience.
- Knowledge of geographic information system (GIS) software as may be obtained through training and 1-2 years of experience with mapping techniques and systems such as Google Earth, OpenBox, QGIS, or ESRI GIS product suite.
- Experience using Microsoft Office 365 suite of tools including SharePoint and Teams and related integrations.
- Excels at operating in a community environment with multifaceted demands with proven ability to successfully handle multiple projects and meet critical deadlines.

- Able to work in a non-standard office environment with ability to travel to ALT office, current and potential conservation sites, conferences, and meetings. Ability to work occasional evening and weekends.
- Understanding of and willingness to comply with ALT policies, procedures, and practices.

Requirements

- General knowledge of natural resource and volunteer management as may be gained with either a High School Diploma or GED.
- Seven-10 years direct work experience or a 4 year degree in Natural Resources Management, Forestry, Ecology, or related fields
- Three-5 years of work experience. An advanced degree in a related field and relevant internships may substitute for work experiences. Other combinations of experience and volunteer activities may be considered.
- A reliable form of transportation (car, bus, bike) to get to our office and conservation areas as needed.
- A valid PA driver's license.
- Reliable internet access at home.

To Apply

- Send a cover letter and resume to Emilie Rzotkiewicz at emilie@allegHENYlandtrust.org.
- Application materials must be received no later than Monday, December 12, 2022 at 5:00 PM.

Allegheny Land Trust is an equal opportunity employer committed to diversity, equity, access and inclusion. Allegheny Land Trust will not discriminate against any employee or applicant based on race, color, national or ethnic origin, religion, age, sex, handicap, pregnancy, sexual orientation, or gender identity.