



**ALLEGHENY
LAND TRUST**

FIELD COORDINATOR EMPLOYMENT OPPORTUNITY

Title: Field Coordinator

Type: Full Time, 40 hours/week

Status: Non-Exempt, Hourly

Office Location: Sewickley, PA, Hybrid

Reports To: Vice President of Stewardship

Compensation: \$20.00/hr. (equivalent to \$41,600 annually) 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 a 3% employer contribution.

About Allegheny Land Trust

Join a dynamic team at the Allegheny Land Trust (ALT), a 501(c)(3) nonprofit founded in 1993. Dedicated to preserving green spaces in Allegheny County, ALT has protected over 3,700 acres, enhancing our region's natural beauty and quality of life. Our strategic priorities include land protection, stewardship, community conservation, and environmental education. Learn more at alleghenylantrust.org.

Why Work with Us

At ALT, we believe in fostering a positive and inclusive work environment. Join us for a fulfilling career with:

- **Work-Life Balance and Flexibility:** Enjoy a supportive work culture that values your well-being. Benefit from flexible schedules and a hybrid work environment, allowing you to achieve an optimal work-life balance.
- **Professional Development:** Thrive in your career with our commitment to continuous learning. We provide professional development plans for each employee, ensuring growth and success.
- **Generous Benefits:** Receive excellent benefits, including ample paid time off, medical, dental, and vision coverage, and a retirement plan with employer contribution.
- **Diversity, Equity, Inclusion and Accessibility (DEIA):** Be a part of an organization that actively promotes diversity, equity, inclusion and accessibility. We embrace and celebrate the unique perspectives and backgrounds of our team and the communities we work in.
- **Positive Work Culture:** Join a team that values collaboration, celebrates successes, and supports one another. We believe in creating an environment where everyone feels valued and appreciated.

Position Summary

As a Field Coordinator, you will play a crucial role in the day-to-day, on-the-ground management and maintenance of ALT protected lands, including but not limited to, monitoring properties, resolving issues, managing projects, coordinating volunteers and keeping property records updated. The full-time coordinator must operate independently, collaborate with stewardship volunteers, and contribute to the execution of ALT land stewardship plans.

Duties and Responsibilities

Stewardship Work (40%)

- Regularly visit and evaluate ALT-owned lands, utilizing cutting-edge tools and technology, like LANDSCAPE project management software, Near Map satellite imagery, GPS, various apps and other technologies.
- Prioritize and complete stewardship tasks, including maintaining infrastructure like signage, kiosks, parking areas, fences, benches, bridges, etc., trail installation and repair, invasive management, and plantings.
- Upholds national land trust accreditation standards by conducting annual monitoring visits and completing associated recordkeeping.

Volunteer Management (30%)

- Recruit, train, and manage work of ALT volunteers (approximately 40 individual and 500 attendees to public and corporate outings), fostering a sense of community and engagement.
- Develop volunteer projects for groups and individuals, focusing on restoration, trail management, and property-specific needs.
- Maintain volunteer recordkeeping including waivers and tracking hours.

Organizational Support (30%)

- Assist in goal setting and execution of ALT property management plans. Coordinate work assignments with land management staff, seasonal interns and contractors. Assists with intern selection.
- Communicate with the public, neighbors, and partners about stewardship of conservation areas. Respond to inquiries about conservation area rules and policies.
- Attend department and organizational meetings, represents the stewardship department at external meetings, coordinates with other ALT department staff to meet stewardship goals.
- Actively support diversity, equity, inclusion, and accessibility initiatives within the workspace and ALT properties.

Working Conditions

Experience a blend of office and outdoor activities with a work environment that supports your well-being. Enjoy a mix of physically active workdays and some computer and email time for a hybrid work schedule. Typical working conditions include 40% of the time working in the office and 60% being

outdoor activities with significant walking on uneven terrain in seasonal weather conditions. There will be occasional lifting and carrying of equipment or materials weighing up to 40 pounds. There could be long periods of time where standing is necessary during workdays or events. Frequent travel by vehicle to ALT properties and other sites will be necessary.

ALT does promote a work-life balance and flexible scheduling. Employees can be pre-approved for working at a hybrid location with expectations being reliable electricity, internet access and a distraction-free environment.

Qualifications

- Proven ability to work successfully with diverse communities and commitment to promoting diversity, equity, access, and inclusion.
- Knowledge of biological principles, forestry concepts, and land stewardship may be obtained with a high school degree and 3-5 years of experience, an associate degree and 2-4 years of experience or a bachelor's degree and 1-3 years of experience. A relevant professional certificate will also be considered.
- Ability to operate power tools and equipment such as a push behind or riding mower, power drill and weed trimmer. Chainsaw experience is preferred but not required.
- Commitment to always maintaining a safe work environment, while utilizing appropriate Personal Protection Equipment (PPE).
- Comfort with handling occasional conflict.
- Ability to communicate effectively with others to encourage participation and collaboration in projects.
- Ability to work occasional evenings and weekends.
- Proven ability to successfully handle multiple projects and meet critical deadlines.
- Hold and maintain a valid driver's license.

Equal Opportunity Employer (EOE)

At Allegheny Land Trust, we are dedicated to creating a workplace that reflects the diversity of the communities we serve. We actively encourage applications from individuals of all backgrounds, experiences, abilities, and perspectives. We believe that a diverse and inclusive team fosters innovation, creativity, and success.

We do not discriminate against any employee or applicant based on race, color, national or ethnic origin, religion, age, sex, handicap, pregnancy, sexual orientation, gender identity, or any other characteristic protected by applicable laws. We celebrate the unique qualities each team member brings to our organization and strive to provide an inclusive environment where everyone feels valued and respected.

Our commitment to diversity, equity, access, and inclusion extends beyond our hiring practices. We continually seek to create an environment that promotes fairness and equity at all levels of our organization. We actively support individual and organizational advancement of DEIA initiatives within our workspace and ALT properties and projects.

Join us in our mission to conserve green spaces, foster environmental stewardship, and build a workplace that reflects the richness of our diverse community. If you share our commitment to creating positive change, we invite you to apply and contribute to our dynamic team.

To Apply

Ready to make a positive impact? Send your cover letter and resume to Emilie Rzotkiewicz at emilie@allegHENYlandtrust.org by Monday, January 15, 2024, at 9:00 AM. Applicants may be asked to complete a Predictive Index assessment or similar behavior evaluation. We welcome and encourage applications from individuals of all backgrounds and experiences.

Allegheny Land Trust is an equal opportunity employer committed to diversity, equity, access, and inclusion. We celebrate diversity and are committed to creating an inclusive environment for all employees.