



Joshua's Trust

Job Description – Stewardship Coordinator

September 2023

Position title: Stewardship Coordinator

Position Description: The Stewardship Coordinator supports the organization's land management and related administrative activities and assists the Executive Director in daily operations.

Reports to: Executive Director

Position terms: Full-time position (40 hours per week) with benefits (health insurance, paid-time-off (PTO)). Salary range is \$35,000 - \$50,000, D.O.E. The position will be based in Joshua's Trust's ("JT") office located at the Atwood Farm in Mansfield Center, Connecticut. Local travel throughout the fourteen towns in which JT holds fee-owned and easement properties is required.

Overview: Joshua's Trust — officially, Joshua's Tract Conservation and Historic Trust — is a land conservation trust in Northeastern Connecticut, protecting more than 4,750 acres. Some properties are owned by the Trust and others are protected by conservation restrictions; both methods assure in perpetuity that those lands will not be developed. JT serves an area roughly coterminous with the Windham Planning Region and extending into Tolland County, including the towns of Andover, Ashford, Chaplin, Columbia, Coventry, Eastford, Franklin, Hampton, Lebanon, Mansfield, Scotland, Tolland, Willington, Windham and Willimantic, CT. Currently, JT protects approximately 70 fee-owned preserves and holds approximately 65 conservation restrictions.

In addition to land, we also maintain two sites of historic significance: the Gurleyville Grist Mill and the Atwood Farm, both located in Mansfield Center, Connecticut.

We are a 501(c)(3) non-profit organization and fully accredited by the National Land Trust Accreditation Commission, for our demonstrated commitment to best practices in land conservation.

JT's Stewardship Coordinator must possess a strong interest, ability and aptitude for assisting in, taking responsibility for, and contributing to the overall effective stewardship activities of JT. To that end, the Stewardship Coordinator will be expected to perform a variety of stewardship tasks that may overlap with transaction, development, administrative and programmatic activities.

The Stewardship Coordinator will report directly to JT's Executive Director (ED) and will work closely with the Stewardship Committee Chair who is a trustee of Joshua's Trust.

Responsibilities include:

What You'll Do:

The Stewardship Coordinator assists with the management and monitoring of all JT conserved lands. You are a core member of the stewardship team, dedicated to maintaining, restoring and protecting the long- term ecological resiliency of our properties. You assist with restoration planning and implementation, lead volunteer work parties and tours and help maintain preserve facilities. You also engage with our amazing network of volunteers, partners, landowners, and neighbors while helping JT meet its mission.

Core duties and responsibilities include:

Preserve Management (50 %):

- Regularly monitor assigned preserves to requirements of LTA Standards & Practices using on-ground monitoring, and satellite monitoring via Upstream Tech's Lens
- Maintain and update work logs, both paper and electronically using the LANDSCAPE land conservation app and Microsoft 365 OneDrive
- Help identify and implement priority restoration projects
- Help manage recreation/public use through trail marking, trail mapping
- Organize and lead work parties of volunteers to undertake preserve maintenance and improvement projects, including trail building and preserve infrastructure such as bridges, boardwalks and signage.
- Help manage and communicate with preserve stewards
- Create Basic Management Plan (BMP) documentation for preserves
- Assist with the periodic revision of preserve BMPs to LTA Standards & Practices requirements
- Assist with 6-8 large-scale volunteer work parties annually

Conservation Easement Management (30 %):

- Annually monitor assigned easements, directly or through delegates you train and supervise. Remote satellite monitoring may be used in compliance with LTA Standards & Practices and JT policy
- Maintain and update work logs, both paper and electronically (LANDSCAPE. OneDrive)
- Maintain regular contact with respective landowners and land managers
- Assist with Baseline Documentation Reports (BDRs) for conservation restrictions

Stewardship Planning (20 %):

- Create annual work plans in close coordination with Executive Director, including budgeting for materials and contracted services
- Help draft budgets for assigned stewardship activities
- Research and develop stewardship grant proposals as needed
- Attend monthly Stewardship Committee meetings

Other tasks as assigned

What You Need:

- Passion and commitment to the mission, vision, and values of Joshua's Trust
- Bachelor's degree or commensurate experience in ecology, natural resources, or closely related field
- Proficiency with Microsoft Word and Excel or equivalents (JT currently utilizes Microsoft365), LANDSCAPE land conservation software, CRM database Little Green Light; familiarity with current GIS software and mapping apps a plus
- Proficiency with data management (collecting data in field, entering data in database, checking for accuracy)
- Ability to manage volunteers
- Ability to establish and maintain positive collaborative working relationships with others both internally and externally
- Ability to set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- Ability to speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Flexibility to work in a small, open and often busy office space
- Ability to work outside in all weather conditions, all times of the year, often on rugged terrain and with a variety of stewardship tools and equipment
- A personable, professional, upbeat, energetic personality and the ability to use tact and diplomacy to communicate skillfully and effectively with a diverse community
- Valid driver's license

What's Important to Us:

Joshua's Trust is dedicated to and strongly believes in the following mission, vision and values:

Our Mission: The Land Trust's mission is to work cooperatively with landowners and other community stakeholders to conserve land for wildlife, scenic views and local communities.

Our Vision: Healthy lands that support diverse populations of native plants and wildlife. Communities that are closely engaged with the land, that value the natural world, treat it with respect and are invested in its future. A region that, even as it grows, retains its natural attributes forever.

Our Values:

- *Excellence:* We strive for excellence in all aspects of our work so we can be most effective at conserving and caring for the land. We demonstrate the highest standards of dedication, personal integrity, truthfulness, and honesty as we carry out our mission
- *Accountability:* JT believes in operating as a transparent, accountable, ethical, and effective organization. We hold ourselves to high standards and have policies that outline ethics, conflicts of interest, confidentiality and other important matters. To publicly demonstrate our commitment to high standards, the Land Trust also maintains national accreditation, which ensures our conservation efforts meet national standards for excellence, upholding public trust, and protecting lands permanently
- *Teamwork:* Staff and board work together to accomplish our mission to conserve and care for the land. We promote a working environment that values respect, fairness, and integrity. We demonstrate positive leadership exemplified by open communication, creativity, dedication, and compassion
- *Inclusion:* Our land conservation efforts can provide benefits to our entire community and for future generations of northeastern Connecticut if we foster an inclusive environment. We strive to embrace differences and ensure all constituencies in our community feel a sense of belonging. To do this we actively listen, respect, understand, value and incorporate a wide variety of beliefs, backgrounds, abilities, values, and experiences in a clear and consistent inclusive way that invites all people, especially marginalized communities, to engage in our work
- *Diversity:* We recognize, foster, and celebrate the broad experiences of each individual who wants to engage in our land conservation work. This means we reflect and engage the full range of people's individuality, abilities, culture, background, education, knowledge, perspectives, and needs to enhance and enrich our efforts to conserve and care for land in northeastern Connecticut
- *Equity:* We strive to recognize and understand the role past land conservation efforts have historically played in creating barriers to equitable conservation. We commit to treating all people, partners, volunteers, donors, staff, and board members in our community fairly while understanding and removing barriers to enable everyone to participate in a more equitable community of land conservation
- *Collaboration:* We embrace collaboration with a network of volunteers, landowners, public agencies, non-governmental organizations, and academic institutions that support and are interested in land conservation in our region

- *Permanence:* Our commitment to the community is an enduring one, premised on the permanence of our land conservation work. Consequently, the Land Trust will invest in the systems and measures to ensure the Land Trust is equipped and prepared to permanently steward and protect the land, while building relevance, a sense of place and a conservation ethic with future generations

Preferred qualifications and skills:

- A genuine interest in land conservation, land trusts, and conservation policy and advocacy
- A can-do, positive attitude, with the demonstrated ability to work well as part of a team and independently
- Excellent organizational skills, including the ability to establish priorities, manage multiple tasks effectively, and meet deadlines
- Prior experience with a non-profit organization
- Attentive to detail, with excellent written and verbal skills
- High degree of familiarity and comfort with: Excel, Word, online technology, websites, social media, online marketing, and communications distribution
- Dependable, flexible, reliable, with a sense of humor

To apply:

Send resume, cover letter, and a list of three references in one .pdf document via email to michael.hveem@joshustrust.org with the subject line reading "JT Stewardship Coordinator Position". No phone inquiries, please.

Application Deadline: Applications will be accepted until October 15, 2023, or until the position is filled.

Effective date starting: September 2023

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JT is a 501(c)3 non-profit and an equal opportunity and affirmative action employer. JT provides equal employment opportunity and prohibits discrimination against all employees and applicants for employment based upon race, color, sex, gender identity, religion, creed, national origin and ethnic origin, age, citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, status as a Vietnam Era or disabled Veteran, or any other legally protected status.