



## **Facilities/Stewardship Field Specialist POSITION DESCRIPTION**

<b>JOB TITLE:</b>	Facilities/Stewardship Field Specialist
<b>CLASSIFICATION:</b>	Full-time, Non-Exempt
<b>HOURS:</b>	40 hours per week, Weekend and Occasional Evening Hours Required
<b>SALARY:</b>	\$20 Per Hour; Competitive Benefits Package
<b>REPORTS TO:</b>	Community Stewardship Manager

### **POSITION SUMMARY**

LandPaths seeks an individual with a passion for building a diverse, healthy and whole community connected with the land. The ideal candidate is driven, energetic and creative; excels in an active work environment, is committed to equity in access to nature, and loves the outdoors. The Facilities/Stewardship Field Specialist will work with other staff members within the Growing Community with Nature initiative to provide day-to-day field implementation of LandPaths' stewardship program, a volunteer program intended to meet conservation goals on each of the preserves that we manage, specifically focused on the facilities located at each preserve. The Facilities/Stewardship Field Specialist will represent LandPaths during staff and volunteer workdays in a manner that builds collaboration with partners and volunteers, and fellow Field Specialists to implement stewardship projects and facilities maintenance in the field.

The Facilities/Stewardship Field Specialist is responsible for implementing effective facilities management and stewardship workdays, all day-of-program logistics, and safety. The Facilities/Stewardship Field Specialist is responsible for knowing best practices and providing reflections of the effectiveness of the program.

### **POSITION DUTIES**

- Become knowledgeable and conversant in all aspects of LandPaths' mission, strategic plan, preserves and community programs;
- Develop and deepen through active listening and mutual understanding, relationships to engage and expand volunteer participation, advancing LandPaths' stewardship goals;
- Become trained on specific facilities management and stewardship goals, approach and methods;
- Work with the stewardship lead to prioritize, plan, and implement facilities' needs;
- With support from the stewardship lead, act as project manager for facilities upgrade, repair, maintenance, or installation;
- Perform facilities and gear repair, maintenance, and upgrades at all LandPaths preserves and across all programs ideally with volunteer engagement;
- Manage gear needed for program including tracking inventory, storage and maintenance;
- Work as part of team or lead field day programs, including pre-program task of assessing site conditions and preparation, leading large and small groups of volunteers and recording attendance and post-program

tasks of recording volunteer hours, work performed, and contact information in Microsoft excel and NEON database, clean-up and gear storage;

- Communicate and coordinate with volunteers and interns in all day-of activities;
- Evaluate field day for effectiveness and impact, including quotes, photography, and volunteer feedback;
- Possible 2-4 weekend days per month;
- Oversee and manage contractors onsite;
- Act as a stewardship intern mentor;
- Attend weekly meetings with team, respond to emails in a timely fashion, and submit timesheets and other administration paperwork on time;
- As needed, provide on the ground support in natural resource stewardship work including but not limited to, forestry and fuel reduction, trail building and maintenance, erosion control, and invasive species removal.

### **EXPERIENCE AND QUALIFICATIONS**

*A successful candidate will likely have significant experience leading volunteer programs, including the following qualifications:*

- A genuine passion for stewardship and for equity in access to nature;
- Experience with facilities maintenance and a variety of tools, including experience in basic construction, plumbing, carpentry, electrical, and chain saw use;
- Ability to hike at least 5 miles, carrying heavy gear, in inclement weather;
- Experience working with volunteers;
- Comfort and confidence in the outdoors, both alone and with groups;
- Experience leading groups;
- Detail oriented, well organized;
- Strong communication skills: articulate with proven ability to write effectively and speak persuasively, willing to have difficult conversations to build community;
- Bi-lingual and/or having a significant cross-cultural experience or understanding;
- HS diploma or equivalent, some college and or relevant work experience.

### **ATTRIBUTES**

*A successful candidate will embrace LandPaths' values and culture, including the following:*

- Embrace LandPaths' values, inclusive of our commitment to fairness and equity;
- Thrives in a creative, problem solving atmosphere of shared leadership and unrelenting drive to improve;
- Curious; enjoys learning and supporting the work of others;
- Excels in a strong team centered work environment, while able to work independently;
- Works best in busy work environment, managing multiple variables with divergent goals;
- High integrity and strong commitment to program and organizational goals;
- Confident in area expertise, and flexible, able to engage with new ideas and approaches;
- Enjoys and expresses joy as part of a positive work environment;

### **COMPENSATION**

This is a full-time position. The specific compensation package is determined by position and experience. Pay for this position begins at \$20 per hour.

### **TO APPLY**

Interested applicants should send a BRIEF AND SPECIFIC cover letter and resume to LandPaths ~ attn: HR, 618 4<sup>th</sup> Street, Suite 217, Santa Rosa, CA 95404 or [hr@landpaths.org](mailto:hr@landpaths.org). Recommended deadline to apply is Tuesday, April 20, 2021; open until filled.

