



Employment Opportunity

Land Steward and Outreach Manager

Westport Land Conservation Trust
Westport, Massachusetts

About Westport Land Conservation Trust (WLCT):

Since its founding in 1972, the Westport Land Conservation Trust (WLCT) has assisted landowners in protecting more than 5,000 acres in Westport, Massachusetts. WLCT is a private, non-governmental organization dedicated to local land conservation on behalf of the Westport community. The organization accepts gifts of land and conservation restrictions on land, and assists farm owners in preserving farmland with agricultural preservation restrictions. In addition, we steward close to 1,600 acres of WLCT-owned land including 10 destination properties across the Town. WLCT seeks a hard-working, people-oriented individual motivated to make a difference with a dynamic and leading land conservation organization.

About the Position:

WLCT is seeking a motivated, enthusiastic, and organized individual to lead WLCT's daily commitment to land stewardship and outreach. This position will be responsible for managing over 1,500 acres of land currently held by WLCT, monitoring another 1,000 acres of Conservation Restrictions, and supporting our efforts to connect people to the land through various programs. This position will be responsible for leading and deeply engaging one of WLCT's most important stewardship programs – the Tuesday Trail Team. Tuesday Trail Team consists of a group of 20+ motivated volunteers who help WLCT care for the land. The Stewardship and Outreach Manager reports to WLCT's Executive Director and works closely with other staff, board/committee volunteers, and constituents to further the mission of WLCT.

Reports to:

Executive Director

Primary Position Responsibilities:

Stewardship:

- Work in concert with and under the direction of the Executive Director to plan and perform the day-to-day maintenance, stewardship and conservation of WLCT owned properties
- Implement seasonal maintenance programs for all WLCT properties including but not limited to landscaping, coordination of building maintenance, and grounds keeping
- Assist the Executive Director in managing contractors, volunteers and others completing special projects, including all aspects of project diligence (including, but not limited to permitting, volunteer recruitment, contractor coordination)
- Manage and Supervise Land Stewardship and Outreach Assistant, interns and volunteers
- Support visitor experience, safety, and services through monitoring, and ensuring proper wayfinding, clean and functioning facilities
- Work under the direction of the Executive Director to develop work plans, identify special projects and volunteer opportunities
- Monitor/coordinate monitoring, complete monitoring reports on Conservation Restrictions (CR) held by WLCT once annually, while also creating/updating CR library folders and Baseline Documentation Reports as needed
- Assist the Executive Director in supporting the WLCT Land Stewardship committee

Programs, Events and Publicity:

- Assist Land Connection Committee, Executive Director and Land Stewardship and Outreach Assistant with planning for events and lead certain programs/events
- Coordinate and lead guided public walks on conserved land
- Recruit volunteers to help at events

- Encourage certain volunteers to organize and lead walks on topics they are proficient in
- Assist Executive Director and other staff in development of publicity and calendar information, social media and updating of website

Volunteers:

- Lead, organize and create plans for the Tuesday Trail Team
- Actively recruit volunteers and assess for stewardship activities

Qualifications:

- A minimum of three years professional experience associated with the responsibilities of the position
- Excellent communication skills to lead and work cooperatively and harmoniously with WLCT constituency including, fellow employees, volunteers, committees, members and the public
- Must have landscape management, trails maintenance, and/or field management experience
- Proven ability to work independently and collaboratively as a team member
- Proven ability to complete assigned tasks and projects, meet deadlines and manage multiple tasks
- The ability to operate trucks, tractor/backhoe, trailers, and turf equipment
- Experience using a chainsaw, string trimmer, blower and other small power tools
- Experience maintaining small engines, turf equipment, and/or tractors is a strong plus
- Hoisting License (2B or Similar) a plus
- Commitment to the conservation mission of Westport Land Conservation Trust
- Familiarity with Westport and the South Coast of Massachusetts is a plus
- Moderate Computer Skills with familiarity with Microsoft Office Suite, ArcGIS, GPS operation and Adobe Photoshop desired, but will train

Hours, Salary & Benefits:

The Land Stewardship and Outreach Manager position is a full-time salaried position. Regular working hours will generally be 8am-4pm, but will also require occasional evening or weekend commitments to support program, events and/or vital stewardship projects. Compensation is commensurate with experience. Full time employees receive a health care stipend and are eligible to enroll in WLCT's retirement program through MA CORE.

How to Apply:

Interested candidates should submit their resume, cover letter and three references to:

Land Stewardship and Outreach Manager Search
 Westport Land Conservation Trust
 P.O. Box 3975
 Westport, MA 02790
 Email: ross@westportlandtrust.org

The position is considered open until filled. An announcement will be posted on our website www.westportlandtrust.org when the position has been filled.

No phone calls or faxes please.

In addition to being an Equal Opportunity Employer, The Westport Land Conservation Trust aims to create a thriving, inclusive workplace that values each member of our team. We aspire to reflect and effectively serve the community of Westport, Massachusetts which is at the core of our mission.