



## Southwest Michigan Land Conservancy

<b>Job Title:</b>	Stewardship Specialist	<b>Job Category:</b>	
<b>Department/Group:</b>	Stewardship	<b>Position Type:</b>	Full time
<b>Position Description:</b>	<p>The stewardship specialist is a caretaker of SWMLC nature preserves and their biodiversity, while also improving and maintaining their ecological health and engaging the community in their care. They are primarily responsible for coordinating on the ground management of SWMLC nature preserves, managing the stewardship crew, and outreach primarily through stewardship workdays, formation of and coordination of volunteer groups. In addition, coordinating grant applications and actions on preserves to fulfill preserve management goals as necessary.</p>		
<b>Major Areas of responsibility</b>			
<ul style="list-style-type: none"> <li>❖ <u>Conservation Planning and Partnerships (~5%)</u></li> <li>❖ <u>Grant Management (~10%)</u></li> <li>❖ <u>Preserve Management (~60%)</u></li> <li>❖ <u>Volunteer Programs and Outreach (~25%)</u></li> </ul>			
<b>PRIMARY OBJECTIVES</b>			
<ul style="list-style-type: none"> <li>• Protect, maintain, and promote ecological health of the natural resources on SWMLC's nature preserves</li> <li>• Update and implement management plans as needed to move toward a stewardship vision for each preserve</li> <li>• Maintenance of preserve signage, trails, fencing, parking lots, and other infrastructure</li> <li>• Engage diverse audiences in the stewardship of nature preserves through volunteer groups and workdays</li> <li>• Communicate both the need for, and the benefits of conservation and stewardship throughout our service area</li> </ul>			
<b>WORK AREA DETAIL</b>			
<ul style="list-style-type: none"> <li>• <u>Conservation Planning and Partnerships (~5%)</u> <ul style="list-style-type: none"> <li>○ Participate in endangered species working groups as needed</li> <li>○ Meet and collaborate with regional partners on preserve stewardship and invasive species issues</li> </ul> </li> <li>• <u>Grant Management (~10%)</u> <ul style="list-style-type: none"> <li>○ Seek out grant funds for preserve stewardship to maintain habitat, manage invasive species, and conduct ecological restoration</li> <li>○ Complete grant reports and site visits (w/SWMLC staff, grantors) as necessary</li> <li>○ Coordinate and carry out grant-funded actions with SWMLC staff, contractors, consultants, and volunteers</li> </ul> </li> <li>• <u>Preserve Management (~60%)</u> <ul style="list-style-type: none"> <li>○ Respond generally to stewardship communications and inquiries through email, phone, and meetings</li> <li>○ Participate and help stewardship director plan and run stewardship team meetings</li> <li>○ Manage schedule, projects, logistics, and oversee SWMLC stewardship crew working on preserves</li> <li>○ Manage and coordinate maintenance and creation of preserve infrastructure including signage, trailheads, benches, parking lots, fencing, etc.</li> </ul> </li> </ul>			

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- Help to maintain and coordinate repair of stewardship equipment (vehicles, brush saws, chain saws, etc.)
- Work with stewardship director to create and update management plans for nature preserves
- Coordinate stewardship crew schedule to match preserve needs outlined in management plans
- Conduct ecological restoration and invasive species control efforts with stewardship crew as needed
- Assist SWMLC stewardship director in planning and executing prescribed fires
- Volunteer Programs and Outreach (~25%)
  - Plan and run Saturday stewardship volunteer workdays at various SWMLC preserves (generally monthly)
  - Identify, cultivate, and coordinate volunteer preserve stewards or stewardship groups to maintain and improve SWMLC nature preserves
  - Conduct employer-based volunteer workdays on preserves to meet preserve goals and engage new members
  - Conduct community presentations, walks, etc. for the public speaking on behalf of the mission and work of SWMLC
  - Conduct and participate in conferences and working groups of professionals as needed
  - Work with SWMLC staff to run and organize community events
  - Write articles for SWMLC newsletter

## REQUIRED QUALIFICATIONS

- Valid Michigan Driver's license
- Ability to work with the public
- Ability to manage other staff thoughtfully and effectively
- Experience in natural resources management
- Familiarity with Michigan flora and fauna

## DESIRED QUALIFICATIONS

- Bachelor's degree
- Familiarity with Geographic Information Systems (GIS)
- Familiarity with use and mechanics of stewardship equipment (e.g. chainsaws, brush cutters, tractor, etc.)
- Experience with prescribed fire, including local or national qualifications (Michigan Prescribed Fire Council FFT2, Red card, etc.)
- Experience in maintenance of grounds, fencing, signage, etc.
- Familiarity with grant writing/management
- Experience in forest management

## EMPLOYEE BENEFITS

- Progressive Paid Time Off
- Company paid healthcare, life insurance, and disability
- Flexible Spending Account (FSA)
- 403B Retirement Savings with Match