

Harwich Conservation Trust (HCT) & Dennis Conservation Trust (DCT)

JOB DESCRIPTION: Outreach & Stewardship Coordinator

Position Background: The nonprofit Harwich Conservation Trust (HCT) and Dennis Conservation Trust (DCT) are seeking qualified applicants for the position of Outreach & Stewardship Coordinator. The full-time shared staff position is structured such that the Outreach & Stewardship Coordinator will work on a rotating bi-weekly schedule where in week 1 the person will spend three days with the HCT and two days with the DCT and in week 2 they will spend three days with the DCT and two days with the HCT. Payroll with monthly direct deposit will be administered by The Compact of Cape Cod Conservation Trusts, Inc. Please review the HCT and DCT position descriptions below and follow the “how to apply” instructions. Thank you for your interest.

Position reports to: Executive Director of each land trust, respectively

Required Skills:

- highly organized;
- skilled in working with people;
- familiar with conflict resolution;
- comfortable with public speaking;
- computer experience with Microsoft Word, Excel, GIS, Publisher, and other software;
- Recruit, retain, track, supervise, coordinate and manage volunteers involved with land stewardship and community outreach projects.

Desired Experience: Demonstrated success in volunteer organization and experience or familiarity with land stewardship and land protection practices. Up to five years land trust experience or related conservation field and Bachelor’s degree or Master’s degree in environmental field and GIS skills preferred.

The ideal candidate will have:

- A minimum of a bachelor’s degree in a field related to environmental conservation.
- Up to five years of environmental conservation related non-profit or government experience.
- Experience with land clearing and outdoor maintenance equipment, and the ability to train and supervise others using such equipment.
- Experience with mapping programs, database management, and web design preferred.
- Licenses related to the use of spot herbicides preferred, but not required.

Description: Dennis Conservation Trust (DCT) Outreach & Stewardship Coordinator

DCT Mission & Background: The Dennis Conservation Trust is a private, non-profit 501(c) 3 organization that seeks to preserve open space within the Town of Dennis. Since its establishment in 1988, the Trust has acquired ownership of nearly 392 acres of diverse land types, including uplands, wetlands and beachfront. The Trust also holds perpetual conservation restrictions on another 209 acres.

DCT Responsibilities include:

- Work on land management issues and report on completed projects.
- Work with the DCT Director to establish a Stewardship Committee.
- Monitor current DCT properties and properties held under DCT conservation restriction (CR); interact with CR landowners.

JOB DESCRIPTION – Outreach & Stewardship Coordinator

Harwich Conservation Trust (HCT) & Dennis Conservation Trust (DCT)

- Identify land stewardship needs on parcels, update and maintain land inventory data, develop a maintenance calendar and an action log.
- Work with the DCT Land Committee and Communications Committee on showcasing a DCT property each year including scheduling clean-ups, events, and outreach.
- Perform maintenance tasks on DCT properties, recruiting volunteers to help as needed.
- Secure services and/or funding for approved land management activities.
- Coordinate with Town officials regarding land management issues.
- Recruit, train, manage and monitor volunteers to promote care of and education about conservation lands.
- Work with the DCT Director and Communications Committee on potential educational programs pertaining to the environment and land protection.

Description: Harwich Conservation Trust (HCT) Outreach & Stewardship Coordinator

HCT Mission & Background: The mission of the nonprofit Harwich Conservation Trust (HCT) is to preserve land that protects woods, water, wetlands, wildlife and our shared quality of life in Harwich. Since its founding in 1988, HCT has protected more than 550 acres. HCT protects land by accepting land donations, holding conservation restrictions and purchasing land. HCT is active in land stewardship, educational outreach and fundraising for land preservation projects.

Overview of the Position: To enhance HCT's land stewardship, land acquisition, and overall organizational capacity, the Outreach & Stewardship Coordinator will be responsible for identifying, recruiting, training, and supervising new volunteers. Additional responsibilities of the Outreach & Stewardship Coordinator will be to coordinate an AmeriCorps member one to two days per week. S/he will track volunteer program results and coordinate volunteer recognition efforts. S/he will also be involved with organizing and occasionally speaking at environmental educational presentations including a winter lecture series. As needed s/he could assist with land acquisition planning, land acquisition projects, and grant-writing. S/he will track, monitor, and coordinate land stewardship initiatives including citizen science projects such as the Herring Count, Eel Migration Count, Beehive Project, and assist with the Bird Nestbox Monitoring Project as well as coordinate community outreach events (live owl [1st Sat. in March] and live wolf [mid-Oct.] programs as well as Coastsweep beach clean-up event [mid-Sept.] and the Wildlands Musical Stroll [mid-Sept.]). Willingness and availability to work some evenings and weekends appreciated.

HCT Responsibilities include:

- Land Stewardship

- Identify land stewardship needs on parcels, prioritize stewardship needs in consultation with Exec. Dir., organize resources, secure necessary permits (if any) to effectively coordinate land stewardship projects.
- Coordinate volunteers for appropriate stewardship projects (e.g. property monitoring, clean-ups, updating information including walk schedules in trailhead kiosks, other).
- Effectively communicate with HCT staff and other colleagues including from town, county, state and/or federal government as well as businesses, donors, volunteers and the public.
- Safely operate and maintain land stewardship equipment. Guide volunteers with the same safety and maintenance protocols.
- Annually monitor conservation restrictions (CR); consult with Exec. Dir. re: private landowner CRs.

Harwich Conservation Trust (HCT) & Dennis Conservation Trust (DCT)

- Update HCT property notebooks and notebook inventory as needed.
- Manage GIS projects as needed.

- Volunteer Recruitment, Training, and Coordination

- Work with Exec. Dir. and Trustees to identify positions and/or tasks that can be completed by volunteers
- Recruit volunteers by word-of-mouth, media releases, direct mail, and community outreach, including public speaking, and slide presentations.
- Review volunteer prospects through telephone and personal interviews.
- Orient new volunteers to HCT's operations, mission, history, lands, committees, programs, etc.
- Train or oversee the training of volunteers for specific positions.
- Assign volunteers to positions for which they are best suited.
- Draft grant proposals as necessary to help fund volunteer program.

- Volunteer Scheduling & Communications

- Maintain up-to-date mailing and telephone lists of active volunteers and add/coordinate this information with Exec. Dir. and/or Office Manager involved with Giftworks database.
- Schedule volunteers to assure coverage for all key jobs. Provide for weekly, substitute, and special-occasion volunteers.
- Work with Exec. Dir. to define volunteer support needed for special projects and events (e.g. equipment for specific stewardship projects). Identify and schedule volunteers to meet these needs.
- Supervise, work with AmeriCorps Individual Placement member.
- Select, schedule, coordinate AmeriCorps Group Projects.
- Draft "Constant Contact" emails as needed to recruit volunteers for projects.
- Inform volunteers of HCT policies, procedures, and events as needed, including liability waiver.
- Regularly update and compile annual statistics of volunteer hours and monetary value.
- Coordinate volunteer appreciation and recognition events and programs.

- Land Acquisition/Protection

- Assist Exec. Dir. w/land acquisition/protection assignments as needed and/or available.

How to apply:

- Visit www.harwichconservationtrust.org and www.dennisconservationtrust.org to learn more about each land trust.
- E-mail cover letter, resume, and writing sample (e.g.: grant proposal, brochure, letter to editor, web content, other) to mike@harwichconservationtrust.org and katherine@thecompact.net by noon on November 1, 2017.
- Cover letter should be addressed to Michael Lach, HCT Executive Director, P.O. Box 101, South Harwich, MA 02661 and Katherine Garofoli, DCT Executive Director, P.O. Box 67 East Dennis, MA 02641
- EOE. Salary commensurate with experience.