



# LAND STEWARDSHIP ASSISTANT

BUZZARDS BAY COALITION, INC.

[WWW.SAVEBUZZARDSBAY.ORG](http://WWW.SAVEBUZZARDSBAY.ORG)

The Buzzards Bay Coalition seeks an experienced, energetic, and team oriented Land Stewardship Assistant. The full-time position is a member of the Coalition's Watershed Protection Team and reports to the Land Stewardship Director. The ideal candidate will have the situational judgement, creativity and diplomatic communication skills to effectively address the variety of unpredictable problems that arise amidst the schedule and routine of activities associated with our land stewardship obligations.

We seek someone with 1-2 years of conservation land management experience, a proven track record of increasing responsibility in professional situations, demonstrated field skills associated with managing rural and urban properties for conservation and recreation, excellent interpersonal and communication skills; and a passion for the environment, Buzzards Bay and its watershed lands (or a suitable equivalent background).

This is a salaried position based out of the Buzzards Bay Coalition's New Bedford office, though considerable time will be spent in our Marion facility. Conservation lands are located throughout the Buzzards Bay watershed from Little Compton, R.I. to Plymouth, MA and down to Falmouth on Cape Cod, as well as on the Elizabeth Islands.

## BACKGROUND

Founded in 1987, the Buzzards Bay Coalition is a nonprofit, membership organization dedicated to the restoration, protection and sustainable use and enjoyment of our irreplaceable Bay and its watershed. The Coalition works to improve the health of the Bay ecosystem for all through education, conservation, research and advocacy. The Coalition works throughout the entire Buzzards Bay Watershed and on Vineyard Sound to protect the region's coastal, river and drinking water quality and the forests, wetlands and streams that support a healthy coastal watershed ecosystem.

We are a \$3.1 million/year organization staffed by a team of 20 conservation professionals, aided by hundreds of volunteers, and support by nearly than 11,000 members. The Coalition is headquartered at the [Buzzards Bay Center](#) in New Bedford's Waterfront Historic District.

## OUR WORK TODAY

The Buzzards Bay Coalition's staff, programs and initiatives are organized to achieve the following Program Objectives:

- **Community Engagement:** To create both an informed public today and future generations - tomorrow's bay stewards - who will understand the Buzzards Bay ecosystem (how it works, how it's threatened, and their place in it) and support its restoration and protection.
- **Land Conservation:** To increase the rate of land protection and the amount of protected land in the watershed, the Coalition pursues a Bay-focused land protection strategy, empowers local land trusts, and educates private landowners about conservation.
- **Science and Advocacy:** To better understand the Buzzards Bay ecosystem and its response to human-related impacts by gathering data on the health of the Bay in order to guide restoration and protection, and to use that data to pursue the restoration and protection of the Bay ecosystem through citizen advocacy and regulatory and legal process at the local, state and federal levels.

## POSITION DESCRIPTION

The Land Stewardship Assistant will assist with all aspects of conservation land stewardship for Buzzards Bay Coalition protected lands. This will ensure that the natural resources on the property are protected, the public is able to safely enjoy the properties as appropriate and the requirements of the latest Land Trust Standards and Practices are met or exceeded. This includes the long term stewardship of all conservation restrictions/easements we hold on privately owned lands and the management of the lands that we own and the lands we manage under agreement (Acushnet River Reserve).

The following work is at the direction of BBC's Land Stewardship Director:

## DUTIES AND RESPONSIBILITIES

- Monitor use activities and natural resource conditions at Coalition owned properties
- Implement land management activities at per existing management plans and current need, including public access and recreational use management, mowing and vegetation management, invasive species management, natural resource surveys, resource protection activities and potentially forest and agricultural management activities.
- Maintain trails, signs, bridges, boardwalks, overlook decks, piers, dams and water control structures, fences, parking areas, and other structures and facilities.
- Perform mowing, brush clearing, tree removal, erosion control, debris removal, sign and fence installation, and other property management tasks as needed.

- Assist with development of land management plans for newly acquired fee owned conservation lands. Assist with review, revision and update management plans for existing fee owned lands at regular intervals.
- Assist with the creation of baseline documentation reports (BDRs) for all new conservation restriction/easement properties.
- Assist with conservation restriction/easement monitoring on an annual basis with consideration of BDRs, previous monitoring records, property specific issues, travel, weather/field conditions, and availability of interns and volunteers.
- Assist with coordinating and communicating with partnering landowners to ensure conservation restriction/easement compliance and encourage best management of natural resource values.
- Maintain up-to-date and accurate recordkeeping practices for all stewardship and land management activities and related correspondence per organizational policies and Land Trust Standards and Practices.
- Work with the Land Stewardship Director, the Vice-President of Watershed Protection and other staff to respond to and resolve land management issues and conservation restriction/easement violations in a timely and professional manner.
- Respond to inquiries from the general public and conservation land users and implement sound judgement regarding when a subject or inquiry should be more appropriately directed to a supervisor.
- Foster and maintain positive relations with abutters, neighbors and local communities.
- Assist with recruitment, training and management of service members, seasonal staff, interns, volunteers and work parties to maximize efficiency and capacity of stewardship/land management program.
- Manage and maintain the Coalition's inventory of tools, supplies, materials and equipment (including pick-up truck, trailers, mowers, boats) as needed to support stewardship activities.
- Assist in partnering with and/or coordinating with other land conservation organizations and governmental agencies, including regulatory/permitting officials, as needed.
- Assist with new land conservation projects.
- Coordinate with Restoration Ecologist regarding implementation of ecological restoration projects.
- Coordinate with Community Engagement/Education Program staff to maximize value of properties for public education and engagement.

- Assist with various property tours and presentations.
- Provide support to local land trusts and municipalities within the Bay watershed regarding land stewardship activities.

## QUALIFICATIONS

- Highly motivated and self directed with strong judgment, drawing on both experience and direction, to independently make informed decisions appropriate to position and responsibility.
- Commitment to the mission and growth aspirations of the Buzzards Bay Coalition and a passion for the environment and Buzzards Bay.
- An understanding of the terrestrial, aquatic and marine natural resources that characterize the Buzzards Bay watershed, the typical threats to these resources and the latest approaches for effectively managing these.
- One to two years experience with managing natural lands for a diversity of uses including specific experience with balancing public recreational use with resource protection.
- An understanding of ecological restoration and management, agricultural practices and forest management.
- Experience with maintenance and management of park and recreation facilities such as trails, parking areas, boardwalks and pedestrian bridges.
- The ability to reach out to the community to promote the mission of the Coalition.
- Meticulous attention to detail and strong organizational skills.
- Enthusiasm for working outdoors in the conditions typical of natural lands along the coast of New England in all seasons.
- High level of navigational awareness in the field as well as comfort and skill with compass and GPS and interpretation of a wide variety of maps and survey plans.
- Strong computer and technology skills and familiarity with GIS.
- Ability to (or ability to learn to) drive four wheel-drive vehicle, tractor, ATV, boat, etc. in off road conditions.
- Competency with safe use of hand tools and power tools such as brush cutter and chainsaw. Basic carpentry, small engine trouble shooting/repair and “handyman” skills.

- The ability to work and effectively communicate in a professional, cooperative, tactful, personable and often confidential manner with a variety of individuals, including coworkers, volunteers, colleagues, landowners, abutters, contractors, and the general public.
- The ability to effectively communicate and work with the public in urban and rural situations.
- Bachelor's degree in natural resource management, forest management, natural lands management, parks and recreation management, or other related field, or demonstrated equivalent.
- A team player with strong diplomacy, interpersonal and problem solving skills.
- Willingness to work differing hours and on various weekends and evenings, when necessary.

#### SALARY/BENEFITS

Highly competitive salary plus benefits including employer contributions towards Health Insurance and 401(k) Retirement plan and access to supplemental benefits.

#### EQUAL OPPORTUNITY EMPLOYMENT

The Coalition is an equal opportunity employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, ancestry, age, disability, sexual orientation, veteran status or any other characteristic protected by law.

#### HOW TO APPLY

Interested applicants should respond by email with a cover letter and resume to Jack Sidar, Land Stewardship Director, [sidar@savebuzzardsbay.org](mailto:sidar@savebuzzardsbay.org).