



**Position Title:** Stewardship Coordinator

**Position Service Site:** Waukesha County Land Conservancy (WCLC) and Tall Pines Conservancy (TPC) (Waukesha County, WI)

**Service Time:** September 6, 2022 – July 21, 2023 (1,700 Hour AmeriCorps Term) (46 weeks) (40 hours per week)

**Benefits:** Living stipend total for whole term = \$23,000 (\$500 per week), Education Award = \$6,495.00 upon successful completion of service.

Mileage will be reimbursed.

**OVERVIEW:** Waukesha County Land Conservancy's mission is to protect and care for environmentally significant land and water in Waukesha County for future generations. They have just over 3,000 acres of environmentally-significant lands in Waukesha County protected in perpetuity thanks to a highly engaged and active volunteer board of directors, our dedicated committee members, supporters, and community leaders.

Tall Pines Conservancy is a nationally accredited, non-profit land trust focused on preserving the Lake Country region and beyond. We believe in protecting farmland, water, and open spaces within our community to honor generations past, maintain a connection to our rural heritage and preserve these irreplaceable resources for future generations to enjoy.

**SERVICE DESCRIPTION:** The successful candidate will work on a variety of WCLC and TPC projects. This position is field-based with required office and administrative work. All office work will be conducted either remotely or from the TPC office in Nashotah. However, frequent travel throughout Waukesha County and Southeastern Wisconsin is anticipated for site visits, trainings, meetings, conferences and more.

This position will include a wide range of responsibilities including leading stewardship workdays, conducting property monitoring visits, overseeing current and soliciting new volunteer positions, assisting with grant writing, land management planning, and more. The Stewardship Coordinator will also assist with activities that advance the missions of WCLC and TPC, by raising the visibility of our work and growing support among new and existing stakeholders. This will be supported through all of the activities listed below.

The successful candidate will spend 60% of their time with WCLC, and 40% of their time with TPC.

#### **RESPONSIBILITIES:**

##### *Stewardship and Land Management*

- Work with current staff to define, plan, and schedule invasive species removal workdays and other stewardship events on fee-simple properties and partnership properties
- Monitor all owned and conservation easement properties
- Record and file all property monitoring reports and maintain organized stewardship files for each property and program

- Create and execute property management plans, and manage property leases
- Prepare grant applications, sometimes with partner organizations, and manage, execute and report on grant contracts
- Lead the WCLC Stewardship Committee and prepare meeting agenda, packets, and reports and present updates at committee and board meetings
- Work with the Watershed Program Manager on implementation of best farming practices together with landowners and the Farmers for Lake Country
- Assist with and lead the development of baseline documentation for easements and fee-simple properties
- Develop maps and other materials to help communicate location, needs, and urgency of stewardship efforts with partners, prospective funders, and others

#### *Community Engagement*

- Lead, participate in, and engage our community in outdoor activities, property tours, and workdays on a regular basis, including working with people of all ages and from all backgrounds
- Lead and manage WCLC's Adopt-A-Preserve program and engage the public in the stewardship of WCLC properties
- Engage and train current and new volunteers in monitoring programs
- Lead the creation of educational initiatives and resources to increase awareness on stewardship priorities, projects, programs, and successes
- Work with neighbors, members of the public, and staff to resolve encroachment issues and easement violation issues
- Assist current staff with events and promotional activities, including those scheduled on weekends
- Establish and strengthen current partnerships and seek new partnerships with like-minded organizations; work with current partners to execute programs and events

#### **QUALIFICATIONS:**

- At least 18 years of age
- Bachelor's degree or relevant experience in environmental science, land management, or similar field
- Background/Experience in land management, agriculture, or water resources a plus
- Experience working with GIS and other mapping software strongly preferred
- Plant and natural community-identification skills preferred, and a desire to build conservation/stewardship knowledge
- Pesticide Application Certification or ability/willingness to receive certification preferred
- High proficiency in Microsoft Office products, Word, Excel, Access, Publisher, and PowerPoint as well as excellent file and email organizational skills
- Valid driver's license and willingness and ability to drive to offices, partner offices, event locations, and properties
- Ability to work in all weather conditions, traverse various types of terrain, and lift 50 lbs.
- Commitment to the missions of WCLC and TPC

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