



**Position Title:** Stewardship Coordinator

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

**Service Time:** May 30 – August 18, 2023 (450 hours total, 40 Hours/Week)

**Benefits:** Living stipend total for whole term = \$6,000 (\$500 per week) Education Award = \$1,824.07 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-based work. All office-based 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 (excluding federal grants), 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 (excluding federal grants), 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
- Physical demands and service environment regularly requires the service member to be outdoors in wooded areas and on uneven natural paths
- Physically able to work long days outside in inclement weather, hike on and off trail
- Able to carry up to 50 pounds of equipment
- Work in a variety of weather conditions such as temperatures ranging from below freezing to over 100 degrees Fahrenheit, high winds, intense, sunshine, rain, and snow
- Ability to perform the essential duties of the position with or without reasonable accommodation

- Ability to multitask and shift schedule and priorities to meet changing conditions
- Upon hire, a criminal background check will be conducted. Service with WisCorps will be considered probationary until all results are returned and have been reviewed
- Commitment to the missions of WCLC and TPC

*WisCorps provides equal employment opportunities without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran per applicable federal, state, and local laws. We are committed to assuring equal employment opportunity and equal access to services, programs, and activities for persons with disabilities. If you have a disability, and need to access information in an alternative format, or need it translated into another language, please contact us at 608-782-2494, by email at [staff@wiscorps.org](mailto:staff@wiscorps.org) or Wisconsin Relay 711.*