



**LAND STEWARDSHIP MANAGER  
JOB DESCRIPTION  
OCTOBER 2021**

Eastern Sierra Land Trust (ESLT) is seeking a Land Stewardship Manager to join our nationally accredited land trust. This is a full-time position based out of Bishop, California with fieldwork throughout the Eastern Sierra.

**POSITION SUMMARY:** ESLT's Land Stewardship Manager oversees the stewardship of ESLT conservation easements and nature preserves. Our Land Stewardship Manager's activities will include habitat restoration, monitoring, and land management efforts. The Land Stewardship Manager works with ESLT staff to implement defined stewardship program objectives and public awareness of our organizational mission, including leading outreach outings and restoration projects on conservation easements and nature preserves, and researches and secures grants for stewardship, restoration, or interpretive projects. The Land Stewardship Manager ensures that all land-related management, habitat restoration, monitoring, enforcement, reporting, and recordkeeping tasks are fulfilled according to ESLT's policies and procedures and Land Trust Alliance Standards and Practices.

Reporting to the Land Conservation Program Director, the Land Stewardship Manager may supervise seasonal staff, volunteers, interns, and contractors. The position requires substantial field-based and hands-on work along with planning and administration. Working in a collaborative team environment, the Land Stewardship Manager will be expected to perform other duties as requested.

The position requires a mix of office and administrative work, as well as substantial fieldwork across the Eastern Sierra region of eastern California and western Nevada. Flexible schedule required, as weekend and evening events, camping, and long field days are occasionally necessary. ESLT embraces a hybrid work culture, and a work-station in our dog-friendly office is provided. The position requires time in the field and at the office, which varies by the season.

**KEY RESPONSIBILITIES:**

**Monitoring and Data Collection**

- Oversee annual monitoring of 20+ conservation easement properties monitored by ESLT, including necessary documentation and reporting. Oversee annual monitoring of deed restrictions and fee lands in compliance with ESLT policies.
- Provide leadership and guidance in implementing long-term strategic planning for stewardship goals and objectives.
- Build and maintain professional relationships with conservation easement landowners, lessees, contractors, local, state and federal agency staff, universities, nonprofits, and other conservation partners.

- Ensure conservation easement monitoring reports, notices, and restoration plans are completed for landowners and funding agencies. Manage easement notices, requests for approval, violations, and amendments.
- Conduct fieldwork. Collect photographs, notes, and coordinate information that informs conservation easement baseline reports and map exhibits.
- Prepare, update, and implement adaptive land management plans for ESLT preserves.
- Maintain and organize all digital and paper records for preserves and conservation easements, as well as related grants, in compliance with ESLT's Records Policy.
- Prepare GIS maps and use GIS to analyze data.

### **Restoration**

- Lead ESLT's stewardship and restoration efforts in Inyo, Mono, and Alpine Counties in California, and western Nevada.
- Oversee stewardship activities, including invasive species control, habitat restoration efforts, fence building/repair, equipment maintenance, sign and trail building/maintenance, and ecological monitoring.
- Lead restoration work teams composed of staff, volunteers, and partners. Recruit, train, and supervise volunteers and staff. Coordinate with partners, agencies and experts as needed.
- Research, develop, and implement grant applications for stewardship, restoration, and land protection projects, and administer grant agreements. Work in collaboration with the Operations Director to ensure all grants are accurately billed, reported, and tracked per ESLT policy.
- Maintain and keep all stewardship equipment and tools in good working order and well organized.

### **Outreach**

- Represent the organization, as needed, as a presenter/educator in various situations designed to increase public awareness of the mission and goals of ESLT.
- Develop updated materials and information for ESLT conservation property signage, fact sheets, and web pages.
- Assist with post-closing of land acquisition tasks, including promotion (website, newsletter articles, media release), and dedication event planning.
- Lead outreach projects and public education events including interpretive outings, farm and ranch tours, and assist with fundraising events and other special events as needed.
- Develop and implement plans to provide public access and interpretation of nature preserves.

### **REQUIREMENTS:**

- Bachelor's degree and a minimum of two years related experience in land management or equivalent combination of education and experience.
- Experience working with or knowledge of natural systems. Ability to recognize plant and animal species to complete stewardship and restoration activities.
- Knowledge of and ability to answer questions regarding current trends and practices in conservation, land management, ranching, and natural resource preservation.

- Ability to work in a team environment as well as independently with minimal supervision.
- Ability to manage time and diverse activities under deadlines while delivering quality results and reports.
- Experience with securing and managing grant funding and contract management.
- Experience supervising volunteers, interns, and/or staff.
- Experience using GIS/GPS hardware and software. Working knowledge of software applications (e.g. ArcGIS, Microsoft Word, Excel), and ability to build maps using ArcMap.
- Excellent writing and interpersonal communications skills, as well as attention to detail. Strong aptitude for communicating oral and written ideas.
- Experience hiking in remote and rugged terrain.
- Ability to navigate natural areas using a map and compass.
- When traveling to and working on remote properties, may require camping or staying at a hotel for up to a week at a time.
- Must have (or be willing to get) a valid driver's license with insurance.

**DESIRED KNOWLEDGE AND SKILLS:**

- Knowledge of terrestrial and aquatic ecological principles with an emphasis on sagebrush steppe, wetlands, and Sierra Nevada ecosystems preferred.
- Experience in horseback riding, using ATVs, manual transmission vehicles, and driving on narrow and steep dirt roads with trucks and trailers.
- Experience resolving difficult stewardship issues with landowners while maintaining a strong track record of positive working relationships.
- Familiarity with Land Trust Alliance Standards and Practices for stewardship.
- Experience interpreting aerial and satellite imagery.
- Rangeland management experience.

**Working Conditions:**

This position requires approximately 50% field work and 50% office work. This percentage is season dependent and you may find that 90% of your time is spent at a computer in winter and 80% in the field in summer. When working in the field, this position requires working outside in variable outdoor weather conditions, including hot and dry conditions at high elevation, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances. Requires considerable physical exertion and/or muscular strain including frequent standing, bending, twisting, lifting, and push/pulling, long hours in isolated settings often alone, and hiking over several miles through mud, creeks, desert, and mountain terrain. This position requires work in an environment with the possibility to encounter ticks, mosquitoes, venomous snakes, and bears.

ESLT is committed to cultivating a staff that is representative of the communities we serve. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you're the right person for this job and can persuasively make that case, we encourage you to apply.

**COMPENSATION AND BENEFITS:**

This position is full time and exempt, with paid leave (accrued vacation paid leave at 0.83 days per month for a total of 10 days annually (first 2 years), accrued sick leave at .83 days per month, plus 12 paid holidays annually), and 100% ESLT HSA eligible health and dental plan; and a Simple IRA to all established eligible employees. Opportunities for training and career advancement available as annual budget permits. Salary based on experience ranging from \$48,000 - \$65,000 with benefits provided.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

**COVID-19**

ESLT is committed to protecting and enhancing the welfare of its employees during the COVID-19 pandemic. As a condition of employment, all newly hired employees must abide by ESLT's COVID-19 policies and procedures. ESLT requires that employees be vaccinated for COVID-19 prior to visiting or working in ESLT's office or conducting any travel or in-person meetings on behalf of our organization. If you are hired for this position, ESLT will require proof that you have received the COVID-19 vaccine or have a valid religious or medical reason not to be vaccinated.

**To APPLY:** Send resume, cover letter, and three references to [info@eslt.org](mailto:info@eslt.org) with the subject line: Land Stewardship Manager Position. No phone calls or drop-ins, please. Application review will begin November 15, 2021; applications submitted after November 15, 2021, will continue to be reviewed on a rolling basis until the position is filled.