



Brewster Conservation Trust is hiring a LAND STEWARDSHIP COORDINATOR

The Brewster Conservation Trust (BCT) is seeking a highly motivated individual to fill its Land Stewardship Coordinator position. Founded in 1983, BCT's mission is to preserve open space, natural resources, and the rural character of Brewster and to promote a conservation ethic.

Position Overview

The Land Stewardship Coordinator is responsible for overseeing, implementing and completing land stewardship policies and activities, including regular maintenance, on over 1500 acres of land owned and/or managed by BCT. The position involves both office and fieldwork, attendance at meetings and some evening and weekend commitments. The Land Stewardship Coordinator will oversee BCT's volunteer land steward program and will be responsible for recruiting, training, and supervising volunteers. This position reports to the Executive Director but works closely with the Chair of the Land Stewardship Committee (LSC) and the Brewster Conservation Trust Board of Trustees, through its President.

Responsibilities Include:

- Update and maintain land inventory data, develop a maintenance schedule and implement land improvement projects in a timely manner
- Complete initial property surveys on newly acquired properties; create and maintain property books; assign monitors
- Serve as point person and conduct enforcement activities related to encroachment and other issues on properties
- Organize resources, secure necessary permits (e.g., NOI), to effectively implement land stewardship projects
- Organize, oversee and participate in work crew project days and boundary marking projects
- Oversee signage, including kiosks, facilitate production and installation
- Work actively on field projects, either alone or leading volunteers
- Update land management plans as needed and present for approval
- Oversee stewardship volunteers, AmeriCorps member and summer intern
- Maintain list of stewardship volunteers and identify needed stewardship support from volunteers (monitoring, maintenance, boundary, etc.)
- Conduct and/or coordinate trainings for all Land Stewards
- Ensure that BCT properties (fee simple and CR's) are being monitored
- Attend Conservation Commission meetings to represent BCT's permitting activities and invested interest in abutters' projects
- Draft stewardship policies
- Prepare land inventory, maps, and baseline documents
- Attend board meetings, stewardship meetings, staff meetings and other meetings

- Assist with BCT events and programming (Brewster Conservation Day, Volunteer Recognition, Walks and Talks)

Qualifications and Experiences:

- A bachelor's degree or master's degree in an environmental field
- Experience in a conservation-related field, demonstrated knowledge of and passion for land preservation.
- Experience using and maintaining hand and power tools
- Proficiency in Microsoft Office, ArcGIS and other software
- Experience with navigational skills (GPS/Compass use)
- Experience working in volunteer organization and with volunteers
- Strong organizational skills with the ability to manage multiple projects
- Ability to work effectively with others and independently

Compensation and Benefits:

This is a fulltime position offering a competitive salary (commensurate with experience) and benefits.

To Apply: Please submit a single pdf with your cover letter, resume and list of three references to Amy Henderson, Executive Director at amy@brewsterconservationtrust.org.

Deadline: April 7, 2023.

Brewster Conservation Trust is an Equal Opportunity Employer