



Door County Land Trust

Protecting Door County's Exceptional Lands and Waters...Forever

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Administrative Assistant

Amy Dwyer

Stewardship Field Coordinator

About the Door County Land Trust

Since our inception in 1986, the Door County Land Trust has worked to preserve, maintain, and enhance lands that contribute significantly to the scenic beauty, open space, and ecological integrity of northeast Wisconsin. In pursuit of this mission, we have earned a reputation as one of the Midwest's premier conservation organizations. We have worked with scores of landowners to protect more than 9,400 acres of fields, forests, farmlands, orchards, wetlands, and shoreline. We are a local, non-profit, non-governmental organization supported by more than 2,800 households who love Door County and share a concern for its future.

The Opportunity

The Stewardship Field Coordinator (Steward) will be responsible for activities related to the management of the Land Trust's fee-title properties and monitoring Conservation Easements. Priority management needs on Land Trust properties include invasive species control and annual monitoring visits. This position is a key part of the Stewardship team, working with oversight and management primarily from the Ecological Restoration Manager.

KEY AREAS OF RESPONSIBILITY

Habitat Management and Restoration

The Steward works to carry out and monitor habitat management and restoration projects associated with grant requirements and restoration projects initiated by the Land Trust. These projects include management for rare target species, invasive species, and grassland restoration projects.

Fee Land and Conservation Easement Monitoring

Along with other members of the Stewardship Team, the Steward is responsible for monitoring annually a set number of fee-owned properties as well as privately owned conservation easement (CE) properties by directly visiting the properties and documenting appropriate information. The Steward communicates directly with assigned landowners to schedule property visits and cultivates and maintains strong relationships with landowners.

General Land Stewardship Program Support

The Steward is also responsible for supporting the Stewardship program. This may include a variety of tasks such as assisting with the hunting program and volunteer program; property and infrastructure maintenance; collecting and managing plant survival rates; water quality metrics; fish and wildlife use; and/or pre-acquisition property assessments for stewardship related concerns and/or opportunities.





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EDUCATION, EXPERIENCE AND CAPABILITIES

Education

- A bachelor's degree or technical degree from an accredited training institute, college or university in a natural resource-related field is strongly preferred, but experience in the field will be considered.

Experience and Other Qualifications

- At least 2 years (field seasons) of experience and knowledge of fieldwork, invasive species management, soil, and water conservation, and other "working lands" and/or natural resource management areas is preferred.
- Valid Wisconsin driver's license or out of state license with the ability to obtain Wisconsin license within 60 days of start date. Occasional personal vehicle use may be required (mileage will be reimbursed).
- English language skills are required. All applicants must be eligible to work in the United States at the time they apply.

Technical Skills

- Current applicator certifications from the State of Wisconsin for "Aquatic and Mosquito" and "Right-of-Way and Natural Areas" or the ability to obtain within 30 days of start date (Cost will be reimbursed).
- Experience operating property management equipment such as mowers, brush cutters, chain saws, tractors, power tools, etc.
- Technical and general writing skills to produce high quality annual monitoring reports, database entries, and efficient and effective internal and external communication/correspondence.
- Experience and/or aptitude using GPS units, mobile mapping applications, and ArcGIS for creating and editing spatial data, creating maps, and performing all other GIS (Geographic Information Systems) related tasks for property management preferred.
- Proficiency using the Microsoft Office 365

Other skills

- Excellent interpersonal, communication and collaboration skills combined with the ability to develop strong lasting relationships with a diverse group of staff, landowners, partners, suppliers, and other internal and external constituents.
- Respectful, energetic, team-player with a problem-solving approach and work ethic.
- Detail oriented, organized, ability to multi-task, and the ability to work in a fast-paced environment.





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Physical Requirements

- Ability to hike independently, quickly, and efficiently in all kinds of weather throughout the entire calendar year on properties ranging from flat fields to steep slopes associated with the Niagara Escarpment, forests, and wetlands characteristic of the natural features in northeast Wisconsin and beyond.
- Ability to perform manual labor necessary for land management activities such as clearing trails and treating invasive species.

Location: The position will be based out of the Door County Land Trust office in Sturgeon Bay, Wisconsin. The position will be approximately 80% field and 20% office work.

Start Date: March 18, 2024 (flexible)

Work Schedule: 35-hour work week, typically Monday-Friday, with flex-time available. Occasional work required outside normal business hours.

Compensation: This is a full-time position. Anticipated annual salary commensurate with experience (\$40,000-\$44,000). A successful candidate's actual pay will be based on a variety of factors, including, for example, the candidate's qualifications, specific skills, and experience.

This full-time position offers competitive benefits: ten paid holidays, ten days of vacation during the first year of employment, nine days of paid sick leave, and one day of paid personal time; health, disability, and life insurance; and SIMPLE IRA match up to 3% after first year of employment.

Application Requirements: Submit a cover letter, resume, and contact information for at least two professional references by **Feb. 4, 2024**. Interviews will be scheduled for mid-February.

Submit Application Package as a single file (pdf preferred)

<https://www.doorcountylandtrust.org/careers/>

No phone calls please.

Door County Land Trust is an Equal Opportunity Employer. All employees and applicants for employment are judged on their merits. The Land Trust is committed to providing an environment free of illegal discrimination of any kind, and does not base any employment decisions on race, color, national origin, sex, sexual orientation, gender identity or gender expression, religion, age, disability, military or veteran status, or any other protected category under federal and state laws.

