



Door County Land Trust

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

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Communications Coordinator

Kay McKinley

Administrative Director

Kristi Rice

Administrative Assistant

Amy Dwyer

Seasonal Stewardship Assistant

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 Seasonal Stewardship Assistant (Steward) will be responsible for activities related to the management of the Land Trust's fee-title properties. Priority management needs on Land Trust properties include invasive species control and infrastructure maintenance. 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's key role includes carrying out 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 management, and grassland restoration projects.

Property Maintenance

The Steward is also responsible for assisting with property and infrastructure maintenance and supporting the Stewardship program. This may include tasks like mowing trails, boundary marking, and assisting with the volunteer program.





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EDUCATION, EXPERIENCE AND CAPABILITIES

Education

- Minimum qualification of a high school diploma and 1 year's training in science-related field or related experience in land management.
- A bachelor's degree or technical degree from an accredited training institute, college or university in a natural resource-related field is preferred.

Experience and Other Qualifications

- 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. is preferred.
- Experience and/or aptitude using GPS units, and mobile mapping applications is preferred.

Other skills

- 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.

Physical Requirements





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- 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 90% field and 10% office work.

Start Date: May 13, 2024 (flexible)

Work Schedule: This is a seasonal part-time position lasting approximately 3 months over the summer of 2024. The typical work week is 28 hours, usually Monday-Thursday. Occasional work required outside normal business hours.

Compensation: The starting pay range for a candidate selected for this position is within the range of \$19-\$22 hourly rate. Where a successful candidate's actual pay will fall within this range will be based on a variety of factors, including, for example, the candidate's qualifications, specific skills, and experience.

Application Requirements: Submit a cover letter, resume, and contact information by **Feb. 4, 2024**. Interviews will be scheduled for late February.

Submit Application Package as a single file (pdf preferred) at
<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.

