

# NORTH OLYMPIC Land Trust



*Farms • Fish • Forests*

## **Land Manager**

*Founded in 1990, North Olympic Land Trust is a non-profit organization conserving the natural areas and working lands that define and sustain the communities of the North Olympic Peninsula. The Land Trust is dedicated to the conservation of open spaces, local food, local resources, healthy watersheds and recreational opportunities. We strive to conserve the farms, fish and forests that improve our community's quality of life.*

### Position Summary

Based in Port Angeles, the Land Manager is a permanent half-time non-exempt position. North Olympic Land Trust currently owns 10 properties on over 700 acres. This position oversees and leads all aspects of the organization's land management program in accordance with Land Trust policies and best practices.

The Land Manager reports to the Executive Director and requires a highly organized, self-motivated, and detail-oriented individual eager to contribute and excel in a dynamic work environment.

While we expect to hire this position in a part-time capacity, we are open to applicant suggestions that could tie full-time employment to their ability to generate income through fee-based services that address community land management needs.

### Principal Duties and Responsibilities

- Develop and implement management plans for all Land Trust-owned properties.
- Property management activities includes but are not limited to: forest management, noxious weed control, tree and shrub planting, trail construction and maintenance, road maintenance, construction and maintenance of other infrastructure, sign development and installation.
- Coordinate with local partners and contractors for any restoration projects on Land Trust properties.
- Recruit, train, and manage volunteers to assist in land management projects.
- Administer governmental cost-share programs on properties (CREP, EQIP, etc.)
- Respond to any issues arising from property ownership.
- Design and oversee the annual land management work plan and budget.
- Manage property taxes, property tax exemption, and current use classifications for Land Trust-owned properties.

- Work in collaboration with the Conservation Director for new land protection projects. This includes project evaluation and stewardship fund calculations.
- Provide land management support as needed for Olympic Peninsula Conservation Resources LLC, a subsidiary of North Olympic Land Trust.
- Maintain accurate records for all Land Trust-owned lands in accordance with the organization's Records Policy.
- Support the organization in fundraising and outreach activities.
- Advance and maintain skills, education, and knowledge of best practices that are relevant to the job description.
- Work in collaboration with and provide back-up support for the Easement Steward position.

Qualifications:

- Bachelor's degree in environmental science, natural resources management, forestry, or related field, or 2 years related work experience.
- Demonstrated ability to recruit, organize, engage, and manage volunteers. Strong ability to lead events and groups.
- Working knowledge of common land management issues, restoration practices, and invasive species management.
- Familiarity with Northwest Coast flora and fauna.
- Excellent written and oral communication skills, including strong public speaking skills.
- Proficient and demonstrated experience using GPS to collect field data.
- Good land orientation skills, including the ability to read and interpret maps, including survey maps.
- Skilled with ArcMap, ArcView, or arcgis online data management and mapping preferred.
- Proficiency with computer operations in a Windows environment and Microsoft Word, and experience with database software.
- Ability and willingness to occasionally work non-standard hours for NOLT events, including evenings and weekends.
- Ability to work independently and as part of a team.
- Organized, detailed, and able to prioritize and manage multiple tasks simultaneously with minimal supervision.
- Experience with mechanical treatments and the application of herbicides to control invasive species. A current or previously held WSDA Pesticide Applicators License (or other state license), preferably with an aquatic endorsement, is desired.

- Certified chain-saw operator or considerable previous chain-saw experience. Ability to operate other power tools, and experience in tool maintenance.
- First Aid/CPR certification preferred.
- Ability to drive large vehicles.
- Valid driver's license required.

### Physical Work Requirements

This position work environment is all current and prospective properties owned by the Land Trust and a professional office setting. The essential physical requirements of this position include:

- Capable of lifting up to 35 pounds of mass occasionally and/or to frequently lift, carry, push, pull, or otherwise move objects.
- Ability to safely and correctly use hand and/or power tools associated with restoration and other property work, and ability to instruct and supervise others in the use of same tools.
- Ability to access remote areas on uneven terrain.
- Travel over a variety of terrain, including, but not limited to, steep grades, stairs, wet ground, etc.
- Ability to sit or otherwise remain in a stationary position at a computer workstation or desk to complete office duties, meeting, trainings, etc.
- This position includes travel that may require use of a personal vehicle.

### Compensation

Commensurate with experience. Benefits include paid holidays, vacation, sick leave, and retirement.

### How to Apply

Qualified candidates should email their resume, and cover letter to [opportunities@northolympiclandtrust.org](mailto:opportunities@northolympiclandtrust.org). Please include the words "Land Manager" in the subject line. No phone calls, faxes, or recruiters please.

Resume review begins on Monday May 22<sup>nd</sup>, 2017.