

# Job Description

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## Stewardship Assistant

**Department:** Stewardship

**Reports To:** Access Coordinator

### Job Summary:

The Stewardship Assistant will work 10 hours a week during weekdays and/or weekends.

This is a part time position without benefits. The position reports to the Access Coordinator. The job is responsible for assisting the stewardship department with the workload associated with managing contracts, fee lands and conservation easements held by the Land Trust of Santa Cruz County.

The Stewardship Assistant may be asked at times to assist other Land Trust staff with projects unrelated to stewardship.

### Job Responsibilities:

- Patrol and perform property maintenance at Watsonville Slough Farm 2-3 times a week.
  - Work closely with the Access Coordinator to identify trespass issues
  - Maintain best practice of 24-hour policy for trash and graffiti removal
  - Complete monthly reports that include photographs of vandalism or resource concerns
  - When necessary, contact authorities and private patrols in a timely fashion
  - Perform property maintenance tasks as assigned
- Create consistent presence and property maintenance at Byrne-Milliron Forest 1-2 times a week.
  - Maintain best practice of 24-hour policy for litter and graffiti removal
  - Maintain trails from encroaching vegetation and erosion issues using hand tools
  - Ability to identify various resource issues and report effectively to management staff
  - Enforce rules and regulations while maintaining a positive relationship with visitors
  - Work directly with staff to perform tasks and responsibilities as assigned.
  - Maintain good record-keeping
- Assist staff on other preserves throughout Santa Cruz County upon request for various maintenance and access issues.

### Job Knowledge, Skills, Ability & Experience:

- Ability to work alone productively
- Ability to interact effectively with many personalities
- Ability to maintain clear and accurate records
- Proficient with basic computer programs including Microsoft Office (Outlook, Word and Excel) and the internet
- Ability and knowledge to maintain tools and equipment
- Proficient at reading maps
- Proficient using a smartphone
- Have a driver's license, proof of insurance and be capable of driving safely in city, rural and 4 wheel-drive conditions
- Be willing to learn and operate power tools and abide by proper protective equipment guidelines
- Physically capable of walking in various terrain including steep, muddy, heavily vegetated and sandy conditions
- Be comfortable performing work in outdoor conditions that involves carrying up to 40 pounds of weight on steep slopes, in hot or cold temperatures and potential exposure to poison oak
- Ability to supply his/her own sturdy hiking shoes/boots, field long pants, field work shirt, hat, and drinking water
- An understanding of the conservation of natural, agricultural, cultural and open space resources and the role of land trusts in that effort.

**Preferred Skills and Experience:**

- Strong English and Spanish language skills
- Ability to drive a manual vehicle
- Some higher education in natural sciences or outdoor-related work experience

**Compensation:** \$15.50/hour

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**Send application to:** Ginger Wojciechowski, Access Coordinator at  
 ginger.wojciechowski@landtrustsantacruz.org  
 With the subject line: Stewardship Assistant

**Please attach in your email:**

A resume and your response to the questions below. No cover letter required.

1. Why do you want to work for the Land Trust of Santa Cruz County?

2. Considering this is a temporary ten hour per week position how does this fit in with your schedule?

**Application due by:** October 29, 2017  
(No walk-ins please)

**Please direct any questions regarding the application to the above email or call (831) 429-6116.**

**The Land Trust of Santa Cruz County is an Equal Opportunity Employer**