Access Assistant

Job Description

Department: Reports to Access Director
Target start: October 2021
Compensation: $20/hour plus benefits
Status: Full time

Job Summary:
The Access Assistant is responsible for executing workload associated with public access and natural resource management on properties held and/or managed by the Land Trust of Santa Cruz County including Glenwood Open Space Preserve, Antonelli Pond, Davenport Bluffs, Star Creek Ranch, Watsonville Slough Farm, our Sandhills Preserves, Star Creek Ranch, Rocks Ranch, San Vicente redwoods, and the Byrne-Milliron Forest.

This job is a full-time position with benefits (health insurance, vacation, etc.). Work hours total 40 hours per week, typically including some weekend days and evenings.

Job Responsibilities:

- Access, natural resource, and facilities management on Land Trust properties as assigned
  - Maintenance and repair of facilities and infrastructure (trails, gates, fences, buildings, culverts, etc.)
  - Visitor relations - Interpretation and visitor management, including rule ‘enforcement”
  - Working land operations
  - Habitat management and restoration including weed management and erosion control
  - Cleanup of illegal dumpsites and vandalism
- Routine and special project work
  - Communicate and collaborate with visitors, neighbors, partners and other stakeholders
  - Perform vegetation and habitat management including operating power tools and equipment such as chainsaws and mowers
  - Solicit bids on projects and oversee contractors in the field
  - Collect property data using GPS and generate simple maps in ArcGIS
  - Complete reports with photographs and map locations
- Provide information to and receive direction from the Access Manager on how best to balance priorities, cost, and effort
- Assist with volunteer management on specific properties and projects

Coordinate with staff and partners to scope volunteer work
  - Supervise volunteers and maintain records
  - Maintain volunteer tools and supplies
- Assist staff during and on preparation for events for members and the public
- Maintain equipment, such as land trust vehicles and tools, and purchase supplies
- Complete expense reports and timesheets in a timely manner
- Other duties as assigned
Require Job Knowledge, Skills, Ability & Experience:

- Ability to work alone productively.
- Excellent communication skills, both written and verbal.
- Ability to exemplify a positive attitude to partners, visitors and volunteers.
- Ability to maintain clear and accurate records.
- Proficient with basic computer programs including Microsoft Office (Outlook, Word and Excel).
- Proficient with mapping, including basic GIS software and GPS data collection.
- Ability and knowledge to safely operate and maintain hand and power tools, including chainsaws and mowers, following all proper protective equipment guidelines.
- Have Class C driver’s license, proof of insurance and be capable of driving safely in city, rural and 4 wheel-drive conditions; willingness to learn and safely operate ATV and related vehicles.
- Ability to identify various resource issues and report effectively to management staff.
- Physically capable of performing extended outdoor labor such as digging, reaching, pulling, lifting and carrying up to 40 pounds of weight in adverse terrain (steep slopes, muddy, heavily vegetated, sandy) in hot or cold temperatures with potential exposure to poison oak, ticks, wasps, and other natural hazards.
- An understanding of the conservation of natural, agricultural, cultural and open space resources and the role of land trusts in that effort.
- Knowledge of native and non-native plants and animals found in Santa Cruz County.

Preferred Job Knowledge, Skills, Ability and Experience:

- Strong English and Spanish language skills
- College degree or extensive experience in parks or open space
- Trail design and construction knowledge and experience
- Project management knowledge
- Rule enforcement experience

Please send resumes and cover letters to carie.thompson@landtrustsantacruz.org.
Please do not come by our offices.

Application review September 27th. Position is open until filled.