

JOB DESCRIPTION

Position Title: Land Management and Trails Coordinator

Date: November 2022

Reports To: Natural Resources Manager

Position Summary: The Land Management and Trails Coordinator is responsible for working with the Natural Resources Manager and other land management and trails staff to monitor the conditions of and implement management practices on Conserving Carolina's preserves and trails.

Work Hours: Conserving Carolina staff generally work Monday-Friday, 9 am-5/5:30 pm. Flexible and remote work options are available, though we do anticipate the person filling the role to live locally and be available to work in person with some regularity. Some evening and weekend hours will be required.

Starting Salary: Negotiable within a range of \$37,000 - \$40,000, depending on experience

Benefits: Conserving Carolina's benefits package includes full coverage for full-time staff on a group health insurance plan with the option to buy-up, a retirement plan (eligible at 6 months employment) with up to 3% match, and paid time off including vacation, sick, and family leave time. Optional benefits include dental, vision, and a Flexible Spending Account plan.

Key Responsibilities:

- Implement land management and trail maintenance activities on Conserving Carolina's preserves and trails by:
 - Working independently and in a team to execute activities outlined in preserve and trail management plans
 - Working with land management staff and AmeriCorps members to coordinate and manage volunteer workdays where identified tasks from management plans will be implemented
 - Working with contractors and work crews to conduct land management and trail activities and ensure stated objectives and outcomes are being met.
- Work with other land management and trails staff to monitor Conserving Carolina's preserves and trails in accordance with internal policies and with Land Trust Alliance's accreditation Standards and Practices.
 - Conduct on-the-ground assessments of Conserving Carolina's preserves and trails.
 - Complete monitoring forms, maps, and photo documentation, and identify new impacts, issues, or threats to the preserves and trails.
- Work collaboratively with land management and community engagement staff to develop and maintain volunteer preserve management and trail crews.
- Assist Conserving Carolina staff in maintaining equipment, tools, and vehicles.
- Provide information and assistance in preparing grant applications for land management, restoration, and trails projects.
- Provide supervision, motivation, and direction to AmeriCorps members and volunteers in the land management and trails program in alignment with strategic plan and objectives.

Other Job Responsibilities:

- Work collaboratively with the Natural Resources Manager to create and update preserve and trail management plans.
- Utilize GIS software to produce maps and other materials to support CC’s goals and objectives as directed.
- Participate in staff teams and provide supervision, motivation, and direction to staff, AmeriCorps members, and volunteers in alignment with strategic goals and stated objectives.
- Promote collegial support and information-sharing within the Land Program team and the entire CC staff.
- Advance and maintain skills, education, and knowledge of best practices that are relevant to the job description.
- Along with the rest of Conserving Carolina’s board and staff, help advance the organization’s strategic plan, including a commitment to equity, diversity, and inclusion and responding to climate change

Essential Job Requirements:

EXPERIENCE	At least 1 year of experience in natural resource or trail management
PREFERED SKILLS	Background in habitat restoration, trail maintenance, or invasive species management and willingness to work with pesticides. Volunteer management experience. Good writing, communication & organization skills.
PHYSICAL REQUIREMENTS	Ability to conduct land management and trail work in rough terrain and in all types of weather. Ability to operate chainsaws, brush cutters, ATV’s, a variety of hand tools and pesticide application equipment.

LIMITATIONS AND DISCLAIMER

This job description does not represent an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties. Responsibilities, tasks, and duties may differ from the job description, as assigned.