



AmeriCorps Project Conserve 2024 – 2025 Service Description



AmeriCorps Position Title: Stewardship Coordinator
Host Site: RiverLink

Supervisor Name: Hannah Coats
Supervisor Title: Land Resources Manager
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Physical Address: 170 Lyman St., Asheville, NC 28801
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Host Site Mission Statement:

RiverLink promotes the environmental and economic vitality of the French Broad River and its watershed for all.

Summary of Position:

The Stewardship Coordinator works with RiverLink's Land Resources Manager on land protection, restoration, and public access projects in the French Broad River watershed. These projects will occur on public lands, and lands that RiverLink owns, has conservation easements on, or is coordinating grant-funded stormwater and stream restoration projects.

These properties are protected and managed for riparian buffers, floodplain, wetland, and steep slope habitats, along with their public and ecological benefit as, parks, greenways, river access points, cultural importance, stream restoration projects and green stormwater infrastructure.

The Stewardship Coordinator will assist with accomplishing stewardship goals by maintaining and monitoring these properties, including: leading volunteer work days, developing and implementing management plans, strategizing for specific projects, monitoring conservation easements, reporting on monitoring visits, creating baseline documentation reports for protected lands, and assisting with other components of protected lands acquisition and management, such as designing and installing signage, constructing recreational amenities and managing vegetation.

Volunteer work days on RiverLink's protected lands might include removing litter, managing invasive plants, planting native plants, establishing riparian buffers, installing signage, etc. Volunteer work days elsewhere across the French Broad River watershed might include river cleanups (on foot and in boats), installing live stakes, and other projects related to waterways and public lands.

In addition to stewardship of RiverLink's protected lands, the Stewardship Coordinator will educate community members on best practices for responsible land stewardship. This might include sharing expertise on invasive plants, native plants, riparian buffers, stream restoration and green stormwater infrastructure.

The Stewardship Coordinator will also have opportunities to work with other RiverLink program staff and AmeriCorps members, including the Watershed Coordinator and Education Coordinator, on stormwater and stream restoration projects, teaching endeavors and events.

Qualifications – Knowledge, Skills, and Abilities:

- Passion for clean rivers, healthy riparian habitats, native plants, and outdoor recreation.
- Interest in working collaboratively with a diverse network of staff, partners and community members.
- Motivation to actively address how conservation and environmentalism in the French Broad region have historically and currently excluded and harmed black, indigenous, and other people of color.
- Interest in natural resource management, land protection, water recreation, parks and greenways.
- Knowledge of land trust practices, including: real estate and property information, conservation easements and annual monitoring, baseline document reports and stewardship.
- Knowledge of native plant and animal species present in Western North Carolina.
- Knowledge of exotic invasive plant species and techniques to manage and remove.
- Knowledge of stream restoration techniques and best practices.
- Experience with river access design and implementation.
- Experience with leading volunteers and working with community members.
- Skillful in written and verbal communication. Able to speak to groups of all sizes.
- Proficiency with Google Workspace, Microsoft Office, ArcGIS, and smartphone applications.
- Must have a valid driver's license.
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

The default schedule is 9AM-5PM Mondays-Fridays. Occasional evening and weekend work needs will only be assigned by consent of the service member. RiverLink offers a workspace in our office, but remote work is offered for much of the work week.

In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team training, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require up to two overnight stays.

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require one or two overnight stays.

Position Responsibilities and Duties:

CONSERVATION EDUCATION (40%)

- Provide conservation/stewardship education to RiverLink's conservation easement landowners, along with other residents and visitors of the French Broad River watershed.
- Integrate education into volunteer events in the form of discussing water quality impacts, invasive species identification, stream restoration techniques, and river and land use history.
- Participate in tabling events such as conferences, festivals, career days, etc.
- Create outreach materials, social media content, and materials for volunteers related to water and land conservation topics. (CB)
- Develop educational content to be delivered during volunteer days and service-learning events on topics such as water quality, stream repair and restoration, riparian habitat restoration, non-native invasive plant ID, and more. (CB)

AT-RISK ECOSYSTEM IMPACTS & TRAILS (25%)

- Lead volunteers in invasive plant removal, riparian habitat restoration, and bank stabilization on RiverLink's protected properties and public lands.
- Lead volunteers in removing trash from local waterways.
- With other RiverLink staff, manage invasive plants and litter on the properties we own, particularly on our publicly accessible park properties.

VOLUNTEER ENGAGEMENT (35%)

- Plan and lead volunteer events for individuals and groups on public lands, and lands that RiverLink owns, or has conservation easements on.
- Plan and lead volunteer events for individuals and groups on projects for which RiverLink is implementing grant-funded stormwater and stream restoration projects.
- Lead information sessions designed to recruit and educate future volunteers.
- Match volunteer groups with project needs that benefit the French Broad River watershed.
- Collect volunteer feedback and integrate suggestions to improve volunteer initiatives. (CB)
- Create outreach strategies to promote opportunities for people to engage with RiverLink. (CB)
- Recruit partner organizations that will help support our volunteer and stewardship needs into the future. (CB)

Essential Functions:

Essential functions are the fundamental job duties:

- *Meaning the position exists to perform the function;*
- *There is a limited number of employees among whom the performance of the function can be distributed;*
- *And/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.*

Equipment / Software Used: Computer, smartphone, Avenza, ArcGIS, Microsoft Office, Google Workspace, pickup truck, kayaks, hand tools, safety equipment.

Physical Demands: Must be able to work outdoors in variable weather, doing strenuous activity and walking over uneven terrain. Will need to sit for extended periods of time at a computer.

Transportation Needs: Must have a reliable personal vehicle.

Setting/Location of Service Activities: Our office at 170 Lyman St., Asheville, NC 28801 and throughout the French Broad River watershed.

Other Considerations:

Choose the essential functions of this position:

- Using computer software and online programs for conservation-based education and outreach initiatives, including social networking, written articles and press releases
- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).
- Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.
- Conducting field-based monitoring, assessment, and management of conservation properties, public lands, and/or water quality monitoring sites.
- Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data

Other Essential Functions: