

Seasonal Stewardship Assistant

Background

Downeast Coastal Conservancy (DCC) is a nationally accredited local land trust conserving land in coastal Washington County, Maine since 1987. Based out of Machias, DCC is responsible for the stewardship and preservation of 7,000 acres and more than 72 miles of shoreline in Downeast Maine. The organization is overseen by an active Board and managed by a staff of 3: Executive Director, Stewardship Director and Membership and Outreach Director. With over 30 years of history, DCC is focused on continuing to evolve. This position will assist existing land management and stewardship programs under the direction of the Stewardship Director.

Position Type: 3-month seasonal position

Dates: June through August (with flexible start and end dates not exceeding 12 weeks in total)

Rate: \$15/hr; 30-40 hours per week; some evening and weekend work may be required

Report to: Stewardship Director

Location: Machias, Maine (with travel within Washington County)

To Apply: Email info@downeastcoastalconservancy.org with three references and your resume. All applications must be submitted by April 14th.

Position Description

The Stewardship Assistant reports to the Stewardship Director. This position is seasonal (30-40 hours/week for 12 weeks) and may include some required weekend work. The employee works under the direction of the Stewardship Director in order to effectively assist with the management of DCC's conservation lands.

In completing assignments, the Stewardship Assistant may work independently, with the Stewardship Director, DCC staff, or with volunteers to: monitor easements and fee lands, carry out property maintenance including trail maintenance, assist with habitat conservation, carry out invasive species management projects, assist the Stewardship Director with the creation of management plans, and perform other tasks as requested to support the mission of DCC.

Field work is performed outdoors in all weather conditions and requires climbing, walking, bending, crouching, lifting, reaching, and other physical abilities. Some work is required to be completed in the office, such as filing monitoring reports. The Stewardship Assistant is required to use a personal vehicle to access the various properties.

The position requires some knowledge of conservation and a passion for the outdoors. The Stewardship Assistant will be a team player who is an effective communicator and can manage multiple tasks.

To apply, email info@downeastcoastalconservancy.org with three references and your resume

Basic Responsibilities

- Assist the Stewardship Director with conducting conservation related tasks on DCC properties
 - Monitor easements and preserves
 - Write and file monitoring reports following DCC protocol
 - Carry out trail maintenance
 - Report any violations noted while in the field to the Stewardship Director
 - Maintain healthy landowner and public relations
- Become familiar with all DCC's properties and how they are managed
- Utilize hand tools and power tools safely and efficiently
- Carry out basic carpentry tasks, such as building bog bridging
- Assist with leading some volunteer projects
- Carry out basic administrative tasks
- Assist with outreach and event programs when requested
- Attend Stewardship Committee meetings on an as needed basis

Qualifications - Required

- Background (direct work or school experience) within a conservation related field
- Basic experience with hand tools
- Ability to effectively respond to and carry out conservation based tasks as assigned
- Understanding of how to use a map, compass, and GPS
- Ability to hike over rough terrain carrying up to 40 pounds of gear and equipment in all weather conditions
- Ability to use computer software including Word and Excel
- Valid vehicle driver's license and personal vehicle with proof of insurance; with the willingness and ability to transport stewardship equipment
- Ability to work with volunteers within DCC
- Ability to communicate clearly, professionally and accurately, both in writing and orally

Qualifications – Desired

- Bachelor's Degree (or working towards a degree) in Conservation or a related field
- Experience with trail maintenance
- Power tool experience
- Knowledge and ability to perform basic carpentry and construction
- Familiarity with the region and its communities, both on land and water, as well as knowledge of the region's geography, culture, flora and fauna.

To apply, email info@downeastcoastalconservancy.org with three references and your resume