

## **Columbia Land Conservancy Seasonal Public Lands Assistant**

**Position Status:** Full time – 35 hours per week, excluding lunch break

This position is non-exempt (eligible for overtime) and is a seasonal term position 34 weeks, with the possibility of extension

**Reports to:** Director of Land Stewardship & Community Partnerships

**Compensation:** \$19.50/hour, paid holidays, 8 paid days off

**About the Columbia Land Conservancy:** The Columbia Land Conservancy works with our community to conserve the farmland, forests, wildlife habitat, and rural character of Columbia County, strengthening connections between people and the land. For over 35 years, CLC has collaborated with individuals and partners to create opportunities for people to engage with nature, care for lands and waters, and support local agriculture. Columbia County is located on the ancestral homelands of the Mohican people, who are the Indigenous peoples of this land.

The Columbia Land Conservancy is open to people of all ideas and backgrounds. We value diverse viewpoints and experiences. We strive to build a healthy workplace, provide equitable access to and meaningful connections with the land, and strengthen our community. Our values that guide decision-making include incorporating many voices and perspectives, learning from the past while preparing for the future, and that everyone deserves access to land.

**Position Summary:** We are looking for someone who wishes to use their talents and passions to work as part of a team that manages the Columbia Land Conservancy's fee and trade lands in a manner that enables safe and inclusive public access, sound natural resource decisions and positive community relationships. The person in this position will receive training in many areas vital to the success of fee land management and is ideally suited for individuals looking to learn more about the basics of land management. This position will be based out of CLC's field office at the Schor Conservation Area in Canaan, NY, and will regularly travel between 10 Public Conservation Areas.

### **Goals and Objectives:**

- Assist with program support, infrastructure improvements, and routine maintenance on CLC's over 30 miles of public trails, engaging with contractors, volunteers, and staff
- Build positive community relationships, and work from a Diversity and Inclusion lens to make public conservation lands more welcoming, navigable, and accessible
- Assist with protecting and restoring ecological resources on CLC-owned and managed lands

### **Anticipated Responsibilities:**

- Monitor, maintain, and assist with the development of infrastructure projects as needed for CLC's public trails network, including, but not limited to: clearing downed trees, building bridges and boardwalks, and installing kiosks and wayfinding signage. Work will balance the needs of public access while protecting and preserving the natural resources

- Assist with habitat management projects such as fencing, native pollinator meadow management, and invasive plant control
- Assist with field office and vehicle maintenance and repair
- Use ArcGIS and Field Maps to track land management activities and assist with annual fee land monitoring
- Assist with the development and implementation of management plans for Public Conservation Area properties
- Assist with events as needed

**Minimum Qualifications:**

Qualifications required to excel in this position can come from professional and lived experiences. Below we describe what we believe to be important qualifications for a candidate while remaining open to diverse backgrounds that can lead to these skill sets. Position descriptions are often presented in a way that leaves qualified candidates, particularly women, people of color, and LGBTQIA applicants, feeling unwelcome, intimidated, uncomfortable, and/or unqualified to apply. Recognizing that, we strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

- Minimum high school diploma or GED and/or one year's experience in land management, parks, or an ecological-related field. B.S. Degree or progress towards a B.S. Degree in agriculture, biological science, botany, ecology, land use planning, or a related field preferred.
- Valid driver's license and an insurable driving record (documentation to be provided upon request).
- Proof of complete COVID vaccination is required before the start of employment. Ability and willingness to implement best public health COVID practices in a public-facing role.
- Must be comfortable working in variable weather conditions, physically demanding circumstances, and/or remote locations.
- Experience or willingness to learn to operate and maintain various types of equipment in a safe and efficient manner
- Ability to listen and genuinely engage with diverse public concerns and comfort with productively addressing conflict.
- Ability to function productively as a member of a work team.
- Demonstrated ability to work with diverse stakeholders, including staff, contractors, and volunteers.
- Comfort with learning new technology and interest in or familiarity with GIS Software or other technological skills.

**Preferred Qualifications:**

- Working knowledge of natural systems in New York; ability to identify invasive plant species common to New York
- Knowledge of current trends and practices in conservation, land management, and natural resource conservation.
- Knowledge of the impact of climate change and interest in implementing on-the-ground mitigation projects

- Experience with small engine repair, woodworking, and/or Campbell Scientific Weather Stations

**Physical Demands:** The job requires significant amounts of strenuous outdoor work, including the ability to lift 75+ pounds occasionally and work in various weather conditions. Candidate must have a full range of motion for strenuous activities such as hiking, sawing, power and manual tools, and hauling. The hikes through properties may or may not have developed trail systems and occasionally consist of steep terrain. Some customary office duties, as performed at a desk, may require periods of prolonged sitting and computer typing.

**Work Environment:** Predominantly outdoors, with some indoor office work. Office work is primarily sitting at a desk with a computer or in meetings. The position requires regular and frequent travel throughout Columbia County, with occasional travel within the region and beyond for meetings, conferences, and trainings; driving to sites may sometimes require personal vehicle use. The position requires occasional weekend and evening work.

How to apply: please submit a cover letter, resume, and three references to [jobs@clctrust.org](mailto:jobs@clctrust.org) in a word or PDF format. Only electronic submissions will be accepted. For priority consideration, please apply before <<<<>>>>. After <<<>>>, applications will be accepted until the position is filled.