

WLT Stewardship & Programs Manager

Location: Wilton, CT

Status: Part-time

Reports to: Executive Director

Posted: Feb. 14, 2024

Start Date: Immediately

**About the WLT:**

The Wilton Land Trust is an exciting, dynamic, inclusive, growing, and educational 501c3 community-focused nonprofit organization dedicated to protecting, enhancing, and conserving open space in Wilton. Comprised of an all-volunteer Board of Trustees made up of Wilton residents and an Executive Director, we work to preserve land, protect biodiversity, enhance ecosystems, and enrich the Wilton Community with educational programming. The WLT integrates the latest science and best practices into its land management policies across its 119 separate parcels totaling nearly 840 acres in Wilton. Our critical work is made possible by the generous support of our members, volunteers, friends, and community partners.

**WLT Mission:**

The Wilton Land Trust protects Wilton's unique natural, scenic, and historical landscapes through conservation and stewardship. The WLT is a community-focused land trust dedicated to preserving land for open space, protecting biodiversity, and promoting environmental awareness and education.

**Position Overview:**

The Wilton Land Trust seeks a part-time Open Space Stewardship Programs and Intern Manager. The primary responsibilities are three-fold: (1) to maintain, steward, and help monitor its 840-acre portfolio and trail networks, (2) to oversee and grow the intern program, (3) administratively support the Executive Director. This position reports directly to the Executive Director and involves working independently, managing interns, and sometimes directing volunteers. This is a field-based position, with approximately 90% of the work in an outdoor environment where the climate, weather, and terrain can be demanding. Fieldwork, hiking, photography, supervising, and report writing are required for this position.

This is an excellent opportunity for an enthusiastic and conservation-minded college student, professional, or retiree. A background in botany, biology, soils, conservation, ecology, forestry, natural resource management, or a closely related field is preferred. Candidates should be passionate about preserving the natural environment, protecting open space, environmental education, and ensuring the safety of WLT visitors.

**Primary Responsibilities and Duties: Stewardship**

- Steward and improve WLT's existing trail systems. Manager is responsible for overseeing projects such as tree pruning, weed whacking, mowing, invasive species removal, rock wall repair, etc.;
- Tend to new meadow and woodland plantings through monitoring, watering, weeding, etc.;
- Identify, describe, and report on site and trail conditions utilizing appropriate GPS software
- Blaze trails and install WLT trail markers;
- Assist in completing a variety of other WLT land stewardship projects;
- Attends Monthly WLT Stewardship Committee meetings;
- Walk and monitor our easement portfolio annually;
- Attend and support WLT's seasonal community programs.

#### Primary Responsibilities and Duties: Admin

- Provide comprehensive administrative support including scheduling appointments, managing calendars, and coordinating meetings for executives and team members.
- Assist in maintaining organized electronic and physical filing systems, ensuring easy access to important documents and records.
- Assist with communications and written correspondence, ensuring clarity, accuracy, and professionalism in all communications.

#### Primary Responsibilities and Duties: Interns

- Ensure the safety of and serve as a role model for all participants of the internship program;
- Demonstrate leadership skills, especially experience working with volunteers, high school students, or service organizations;
- Develop weekly work plans that balance the stewardship and educational objectives of the internship program. Before the start of each week, communicate this plan to interns and the Executive Director;
- Identify opportunities for field-based learning, and coordinate more formal experiential learning opportunities, including field trips and mini-workshops;
- Lead interns in completing stewardship projects to the highest possible standard;
- Teach interns how to safely use and properly care for tools used in completing land stewardship projects (including loppers, saws, pry bars, post-hole diggers, etc.);
- Track the progress of projects and provide weekly updates to the Executive Director for the Land Trust's blog and social media;
- Help with recruitment, supervision, and evaluation of interns and volunteers;
- First aid and/or CPR training is preferred.

### **Required Qualifications and Skills:**

- Independent and enterprising, with strong problem-solving ability and a demonstrated interest in the Land Trust's work.
- Experience completing various land stewardship projects (especially those mentioned above) and safely using the tools commonly used to complete those projects; and other physically demanding work.
- Experience with the safe operation of power tools such as a weed whacker, lawn mower, and hand saw; and/or basic carpentry skills are a plus.
- Experience leading, managing, and overseeing youth interns.
- Ability to lift and carry 40 pounds and work outside in sometimes inclement weather.
- Ability to independently walk several miles per day over rough terrain in poor weather;
- Reliable personal vehicle and valid driver's license;
- Excellent interpersonal written and oral skills;
- Facility for communicating with people of all ages and backgrounds;
- Proficient with industry-specific computer software (Microsoft Office, Adobe, and the internet).
- Applicants must be able to pass a background check (CORI and SORI)

### **Preferred Education and Experience, and Requirements:**

- Bachelor's degree (complete or in pursuit) in preferred fields of natural resources, conservation, biology, ecology, forestry, or related field;
- And or a cumulative one-year work experience in a related field;
- Small engine maintenance and repair a plus;
- Knowledge of native and invasive species, gardening, preferred;
- Carpentry experience, a plus

**Training:** The Manager will work closely with the Executive Director for the two weeks leading up to the start of the internship programs. During that time, the Manager and Executive Director will develop a list of projects, set goals and expectations, formalize workshops and field trips, and lay a solid foundation for the program's success. After this week, the Manager is expected to run the internship program and steward WLT's trails with minimal assistance.

**Hours:** This part-time position will involve 15-20 hours per week, with a flexible schedule tailored to the applicant's availability.

**Compensation:** Hourly rate of \$17-\$20 per hour for 15-20 hours a week, based on experience and paid bi-weekly. Professional development opportunities, including attendance of conferences, will be made available.

**Duration:** This is predominantly a 45-week position, from February through November. In the off-season (December – February), the role stays connected with the WLT by attending Monthly Stewardship Committee meetings and planning for the Spring with the Executive Director. The Manager develops their work schedule based on their and the intern's availability. Zoom meetings will help make appointments more convenient for the manager, interns, and the Executive Director.

**How to Apply:** Please send a resume and cover letter to the WLT, [inquiry@wiltonlandtrust.org](mailto:inquiry@wiltonlandtrust.org). Only complete applications sent to this address will be considered. Applications will be accepted and reviewed on a rolling basis. Please include WLT Stewardship Programs Manager in the subject line.

*The Wilton Land Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive work environment for all employees.*