



## LAND STEWARDSHIP ASSOCIATE

**Save the Redwoods League** is seeking a **Land Stewardship Associate** to protect our redwood forests by facilitating land management, monitoring maintenance tasks on the properties, and assisting the League's restoration and land stewardship managers with project administration.

As our **Land Stewardship Associate**, you are an integral member of Save the Redwoods League's Conservation Programs team, focusing on stewardship of League-held lands and conservation easements. You will provide support for identifying, evaluating, implementing, and managing stewardship and restoration-related activities to increase the conservation and strategic values of the associated tracts.

***We provide excellent benefits including paid vacation, sick time, medical, dental, vision, online tele-therapy, health advocacy and employee assistance programs, pet insurance, life insurance, a generous 401k match, and more!***

**Compensation is based on experience and location within the natural range of the Coast Redwood and Giant Sequoia.**

- **San Francisco Bay Area:**  
\$66k - \$68k. Hourly rate equivalent (35-hour workweek): \$36.26 - \$37.36; overtime eligible.
- **California's North Coast, San Joaquin Valley, or Northern Central Coast:**  
\$52,800 - \$54,400. Hourly rate equivalent (35-hour workweek): \$29.01 - \$29.89; overtime eligible.

For over 100 years, **Save the Redwoods League** has been dedicated to protecting the ancient redwood forests so all generations can experience the inspiration and majesty of redwoods. Since its founding in 1918, Save the Redwoods League has protected more than 200,000 acres of forests and helped create 66 redwood parks and preserves for everybody to enjoy. To learn more about us, go to [www.SaveTheRedwoods.org](http://www.SaveTheRedwoods.org)

### **Essential Duties and Responsibilities:**

- Supports stewardship and monitoring of League-owned conservation easements and fee tracts, as directed by Land Stewardship Manager; facilitates property and easement monitoring field assessments; drafts and/or reviews easement monitoring reports; coordinates public relations, outreach, research and third-party support for land stewardship and restoration projects; maintains relationships with property caretakers, hired contractors, consultants, landowners, public agency, tribal, and land trust partners; conducts research and creates maps in ArcGIS with new and existing data; creates graphic and statistical reports; schedules and prepares written materials and presentations for meetings
- Coordinates with Land Stewardship Manager and the League's legal team; develops and manages contracts related to land stewardship and restoration projects; drafts contract scopes of work and project budgets; routes contracts for approval; collects and stores financial and insurance related documents from contractors and project partners; monitors project budgets; collects and processes contractor invoices
- Assists Public Grants Manager with the administration of public grants for land stewardship and restoration projects; tracks project spending against budget; monitors grant reporting deadlines; facilitates report data collection; organizes materials for funding disbursements; works closely with the Finance Team to ensure funding is recouped
- Collaborates with the League's Legal Team and the land protection, stewardship and restoration project managers to maintain and track information relating to the League's held interests and ongoing obligations and to ensure compliance with all legal, Land Trust Alliance, and IRS standards
- Serves as resource to League staff in researching questions regarding land stewardship, funding opportunities, and land conservation issues

- Provides additional project administration and coordination support for other Conservation Programs department functions

### **Qualifications:**

- Commitment to the mission of Save the Redwoods League; passion for forest conservation, land management, and natural cultural resource preservation
- Bachelor's degree in Biology or Land Management preferred, or equivalent experience
- At least 1 year of experience in project administration and/or real estate transaction; natural resource project administration preferred
- Proficient with MS Office 365, including Word, Excel, and PowerPoint; SharePoint, OneDrive and Teams; ArcGIS mapping software; Asana experience a plus
- Familiarity with or demonstrated ability to quickly learn about the administrative aspects of real property transactions, and in some or all of the following: land conservation, land use and management issues; business operations and compliance; government and non-government contracting; conservation tools such as land acquisition with private and public partners
- Familiarity with or demonstrated ability to quickly learn about California local, state and federal policies and programs that affect the League and its work
- Familiarity with or demonstrated ability to quickly learn about the redwood region ecosystems, geography, land trust partners, culture, socio-economics, academic communities, conservation partners and political and government institutions, including the California Department of Parks and Recreation, the California Department of Fish and Wildlife, the California Wildlife Conservation Board, and the National Park Service
- Successful experience in coordinating substantive aspects of multiple projects and budgets; able to organize time efficiently and meet deadlines
- Solid research, writing and oral communication skills
- Experience working in team environments, including with outside partners
- Ability to organize and handle multiple demands and competing priorities
- Demonstrated cultural competency and ability to communicate and interact effectively with people across cultures, ethnic groups, and identities; verbal and written fluency in a language other than English is desirable

### **Working Conditions & Physical Requirements:**

- Frequent travel within California, often requiring multiple overnight trips, including on weekends; some weekend and evening responsibilities
- Valid driver's license and clean driving record
- Required to hike through forestland while working off-site, including walking on uneven ground, climbing over obstacles, and accessing remote locations
- Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 30 pounds

### **To Be Considered:**

Email your resume, a cover letter addressing why you are a great fit for this role, and your salary expectations to: [Jobs@SaveTheRedwoods.org](mailto:Jobs@SaveTheRedwoods.org) with the subject heading " Land Stewardship Associate."

*NO CALLS PLEASE... we are busy protecting redwoods. THANK YOU!*

*Save the Redwoods League is an Equal Opportunity Employer and is committed to creating an environment of equity and inclusion. Recruiting and retaining a diverse workforce is a high priority; people of all identities, backgrounds, and cultures are encouraged to apply. Learn more about our [Diversity, Equity, and Inclusion](#) initiatives.*