



KAWARTHA LAND TRUST

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Job Description –Land Stewardship Coordinator

Position: Land Stewardship Coordinator

Reports to: Land Stewardship Manager

Type: 10 months permanent. 40hrs/week, annually from February 1 to the end of November (2 months off). Paid lunch breaks.

Compensation: \$47,000 to \$57,500 (annual salary pro-rated to 10 months).

Overview

Kawartha Land Trust (KLT) is a dynamic land conservation charity with an impressive track record of growth. Our mission is caring for lands entrusted to us and helping others protect the land they love in the Kawarthas. We do this by acquiring ecologically-significant lands and/or interest in lands and by engaging the community in support of this work through gifts of time and money to ensure those lands are cared for, in perpetuity.

Our successes have been achieved through the work of our dedicated and growing volunteers and donors, supported by our core staff.

The organization permanently protects over 7,350 acres of land, over 43 properties in the Kawarthas. We manage that land for ecological integrity and for the opportunity that it presents to engage the community in land conservation. We maintain 31 km of trails on our properties and actively manage habitat on hundreds of acres of land.

For more information on KLT and to consider further if you may be a fit for this opportunity, see KLT's website, online/media or social media presence.

Kawartha Land Trust is currently recruiting for the **Land Stewardship Coordinator position**. This is a new position required due to growth in the number of properties we protect. We are looking for someone comfortable working hard outdoors, who possesses experience implementing land care, landscaping and restoration tasks on conservation properties. The candidate must be friendly and personable, possessing an aptitude for leading a team of volunteers.

Tasks and Responsibilities

Coordination of Volunteers

The Land Stewardship Coordinator's goal is primarily to increase efficient delivery of land care tasks by effectively using our incredible volunteers. Your goal is to allow KLT to sustainably acquire new lands without a direct corresponding increase in staff capacity to look after them.

- Coordination of a team of stewardship volunteers (approx. 25-50 people) and at times seasonal staff of varying skills
- Identifying needs, training and opportunities for volunteers.
- Tracking volunteer involvement
- Working with program coordinators on efficient delivery of complimentary tasks

Planning Land Care Program

- In collaboration with the Land Stewardship Manager, prepare annual workplan
- Working with the Volunteer Coordinator, create, implement and maintain a volunteer training program focused on general stewardship on KLT owned and/or managed lands that meets and exceeds best practices.
- Tracking annual budget expenditures (~\$40,000/year)
- Coordinating with contractors
- Purchasing supplies and materials.

Health & Safety

- Organize training and promote safety among volunteers
- Ensure personal and team safety when in the field

Land Care of Conservation Properties

Familiarity with land care tasks will be required, even though the goal of the position is, over time, to transition from doing much of this work to supporting volunteers to do it. This includes:

- Monitoring of owned conservation lands and conservation easements.
- Creation and maintenance of trails using chainsaw, hand tools and brush mower.
- Maintaining signage
- Light carpentry on properties to build boardwalks, signage, fences etc.
- Garbage clean up, dealing with trespass issues and other incidents.
- Organize logistics for safe and efficient field work.
- Recording and reporting on work performed using Salesforce database
- Use of a motor boat and canoe for monitoring and cleanup of our island properties.
- Assist with the collection and storage of data including ecological inventory data, GIS and GPS data, photos and the preparation of reports and applications.
- Coordinating with users on conservation lands (hunting, indigenous land sharing, research etc..)

Habitat Management

A minor component of the role will be to take leadership on ecological restoration tasks and habitat management on one property. This is expected to be no more than 10% of role, and includes:

- Invasive species management using herbicide and manual removal techniques (European Buckthorn, Dog-strangling Vine, Garlic Mustard etc).
- Tree and shrub planting for habitat creation and restoration.
- Ecological monitoring

Representing KLT

Everyone at Kawartha Land Trust is responsible for being a positive ambassador for our mission and vision. All staff work with volunteers, donors and the public. The ability to be a friendly and authentic representative of our organization is very important to success in the role.

Desired Level of Education and Experience

- At least 2 seasons of field work in land stewardship, park facilities, or forestry.
- Work experience showing a comfort with outdoor work, a positive attitude in adverse weather conditions, and comfort navigating off-trail. The position will require physical ability to walk long distances and carry equipment.
- Experience supervising volunteers or staff in the field.
- Experience with rough carpentry, landscaping, tree felling and pruning, tree planting, fence building, installing signage, vegetation management.
- A degree or diploma in natural resource management, forestry, ecological restoration, environmental science or studies, biology, or related disciplines is an asset.
- Basic ecological knowledge. Advanced knowledge is an asset.

Additional Criteria

- Must have a valid G2 license and **access to a personal vehicle** (mileage will be compensated)
- In possession of or ability to obtain a boater's licence
- Legally entitled to work in Canada
- Chainsaw license and experience
- Must be prepared to work some evening and weekends
- Must be prepared to work alone in the field on occasion
- Must have a personal cellphone with ability to use a data plan (will provide monthly phone allowance).

Compensation

All KLT employees are entitled to:

- 1 hour paid lunch.
- Ability to flex-time throughout the week and work in a hybrid remote-work office.
- 10 paid wellness days (prorated to 10 months).
- Competitive benefits package

- RRSP match.
- Working in a supportive office with passionate people who care about the environment and their co-workers.

Upon successful completion of the 6 month probationary period set by Kawartha Land Trust, employees are eligible for extended health and dental benefits.

Mentoring and Training Plans

KLT is committed to providing a safe and healthy work environment for staff. KLT will ensure that staff have the necessary certifications and qualifications to do the job (i.e. Boating Licence). The position will require working with a chainsaw. If the candidate has experience using a chainsaw but is not certified, KLT may arrange certification. First aid training will be provided. Attendance at networking events, conferences and training opportunities are provided through professional development plans.

Application Process

- Your application should include a resume and a cover letter **as one document** which specifically addresses how your skills and qualifications relate to the job tasks and responsibilities. **The cover letter should be no more than one page long.**
- Send application as a PDF or Word document with the following file name format: **Last Name_ First Name_ Land Stewardship Coordinator 2024).**
- Email your cover letter and resume in one document to Kawartha Land Trust at info@kawarthalandtrust.org by **5pm on Jan 12th 2025** , with the subject line "Land Stewardship Coordinator".

Kawartha Land Trust (KLT) values diversity and inclusion and encourages applications from all qualified applicants. Accommodations for applicants with disabilities are available upon request for all aspects of the recruitment process. Please note however, that at this time, KLT offices are not wheelchair accessible.

Thank you for your interest in Kawartha Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Kawartha Land Trust team, only candidates selected for an interview will be contacted.