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## Job Description – Regional Seed Supply Coordinator

**Position:** Regional Seed Supply Coordinator

**Reports to:** TBD.

**Type:** 6 to 7-month contract. 35hrs/week.

**Compensation:** Coordinator band (\$46,000 to 57,000/year, prorated to the length of the contract).

**Requirements:** Must be 30 or under to meet funder requirements.

**Begins:** ASAP

### 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 8,100 acres of land, over 44 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 a **Regional Seed Supply Coordinator**. This is a new position with the intention of growth. The project was developed in collaboration with other organizations in the region, with the goal of resolving issues in the seed supply chain by supporting the various player (collectors, nurseries, restoration orgs), while involving the community in collection.

We are looking for someone comfortable working hard outdoors, who possesses experience in seed collection and community engagement, and wants to build on these skills. The candidate must be friendly and personable, possessing an aptitude for leading a team of volunteers.

## Tasks and Responsibilities

The Regional Seed Supply coordinator's goal is primarily to increase the availability of local seed sourced on KLT lands, and other land in the region. This includes seed needed by organizations undertaking restoration directly, as well as nursery and other industry partners that require seed to grow native plants.

### Understand local seed demand

- Receive info on the seed needs of Kawartha Land Trust, Forest Canada and the Forest Gene Conservation Association.
- Solicit needs from other organizations doing restoration (Alderville Black Oak Savanna, Nature Conservancy of Canada, National Tree Seed Centre)
- Communicate to understand the needs of nurseries.
- Participate in regional seed meetings organized by Carolinian Canada.
- Convene with other organizations doing seed work in the region (GreenUp).

### Inventory and Collect

- Inventory KLT lands and other private lands as sites for collection of target species. Use provided database to store info.
- Forecasting at sites.
- Collection at sites.
- Mentorship will be provided by a seed collection expert approximately one day per week over the season via job shadowing and direct training. The mentor specializes in conifer seed.

### Involve volunteers

- Oversee training and provide sites and opportunities for a team of 5-10 people on a "KLT seed collection team." External training provided. Volunteer management provided.
- Host four public seed collection days.
- Work with Trent University and Fleming College students to undertake a seed focused project.
- Work with post secondary green industry program to grow native plants
- Job shadowing with volunteer intern(s).

### Planning

- Consider the opportunity to engage Williams Treaties First Nations; envisioning how regional capacity building around seed can integrate Anishinaabe perspectives and support economic and cultural development for WTFN community members.
- Consider existing regional seed strategies, work with partner organizations to plan next steps of seed focused work in the region.

## Supervision, Health & Safety

- This is an independent position. The applicant must be comfortable navigating alone in nature, making use of safety protocols.
- Ensure personal and team safety when in the field.
- Supervision may be provided by an organization other than KLT (TBD).

## 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

- Knowledge and experience collecting native wild seed.
- General knowledge of the trees, shrubs, grasses and forbes of the region.
- 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 in the field.
- Knowledge of the nursery industry or commercial propagation is an asset.
- A degree or diploma in natural resource management, forestry, ecological restoration, environmental science or studies, biology, or related disciplines is an asset.

## Additional Criteria

- **Under the age of 30 at the beginning of the contract to meet funder requirements.**
- Ability to lift/carry 45lbs and work for extended periods of time outdoors.
- Must have a valid G2 license and **access to a personal vehicle** (mileage will be compensated).
- Legally entitled to work in Canada.
- Must be prepared to work occasional weekends.
- Must be prepared to work alone in the field.
- Must have a personal cellphone with ability to use a data plan (will provide monthly phone allowance).

## Application

- 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.
- Send application as a PDF or Word document with the following file name format: Last Name\_First Name\_KLT\_Seed\_Supply

- Send to: Thom Unrau at **tunrau@kawarthalandtrust.org** with the subject line "Regional Seed Supply Technician."
- **Deadline for applications is 12:00pm., noon, June 6, 2025.**