



Job Description – Land Stewardship Coordinator

Reports to: Land Research Coordinator / Partners in Conservation Coordinator

Compensation: Coordinator band \$45,000 to \$65,000/annually plus benefits

Reports to: Land Stewardship Manager

Type: 1.0 FTE Permanent (35 hours/week).

Overview

Kawartha Land Trust (KLT) is a land conservation charity that protects natural and working lands for future generations. Our mission is to care for the lands entrusted to us and help others protect the land they love in the Kawarthas.

Founded in 2001, KLT protects and cares for thousands of acres of ecologically diverse lands. Our public access nature reserves welcome thousands of residents and visitors each year and our community events provide experiential and educational opportunities in nature.

All land in the Kawarthas is interconnected. KLT's growing Partners in Conservation program allows us to increase our impact for nature on our shared landscape by working with landowners on land care initiatives throughout the region.

With your support and that of our donors, volunteers, and funders, we can ensure more natural spaces in the Kawarthas are preserved forever.

KLT works within Michi Saagiig Nishnaabeg territory. We are committed to strengthening our understanding of our treaty responsibilities and finding opportunities to collaborate with Williams Treaties First Nations in the spirit of reciprocity.

The Opportunity

Kawartha Land Trust is currently recruiting for the Land Stewardship Coordinator position. This is a new position with a focus on large conservation projects across a few specific KLT nature preserves. These projects will require an ambitious, organized and passionate person who can deliver conservation excellence on these protected lands. The successful candidate should be able to balance field days working on restoration projects, site maintenance and monitoring, with administrative tasks around project tracking and relationship building.

Tasks and Responsibilities

Coordination of Volunteers

You will work closely with KLT's Volunteer Coordinator to:

- Identify general land care needs and opportunities for volunteers
- Develop and facilitate land care training for volunteers
- Work closely with established teams of volunteers (approx. 25-50 people) to conduct land care work and foster the development of teams to complete enhanced land care objectives
- Tracking volunteer involvement

Planning Land Care Program

- In collaboration with the Land Stewardship Manager, prepare annual workplan
- Tracking annual budget expenditures (~\$50,000/year)
- Sourcing quotes and coordinating contractors and service providers for managing built assets
- Purchasing supplies and materials
- Tracking, recording and reporting on work performed using Salesforce database and Arc GIS suite programs

Health & Safety

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

Land Care of Conservation Properties

- Monitoring of owned conservation lands and conservation easements
- Addressing and dealing with trespass, vandalism, and other threats to conservation values
- Organize logistics for safe and efficient field work
- Recording and reporting on work performed using Salesforce database and Arc GIS suite programs
- Creation and maintenance of trails using chainsaw, hand tools and brush mower
- Maintaining signage
- Use of a motor boat and canoe for monitoring and care of our island properties

- Light carpentry work maintaining built assets such as signage, fencing, parking areas, etc.
- General maintenance of buildings, including work in framing, electrical, plumbing, patching and repair and exterior upkeep
- Other duties as required

Habitat Management

- Caring for owned properties and prioritizing conservation values, species at risk habitat, and climate change resilience
- Identification of unique habitat features of conservation concern (rare communities, uncommon species), including species at risk identification
- Using established Best Management Practices (BMP) and practical experience to manage priority invasive plant species including the use of herbicides, powered and large equipment
- Tree, shrub, wildflower and grass planting
- Seed collection, processing, and scattering
- Carrying out site preparation for restoration actions, including forest thinning, brush management, tilling, and mowing
- Surveying restoration areas and conducting inventories to track success including rough ELC typing, vegetative quality assessment, and preferred species density surveys
- Assist with the collection and storage of data including ecological inventory data, GIS and GPS data, photos and the preparation of reports and applications

Representing KLT

Everyone at Kawartha Land Trust is responsible for being a positive ambassador for our mission and vision. The ability to be a friendly and authentic representative of our organization is very important to success in the role with specific roles and responsibilities such as:

- Under the direction of the Land Stewardship Manager, coordinate enhanced access with users on conservation lands
- General KLT ambassador for the general public and volunteers

Desired Level of Skills and Experience

- At least two seasons of field work in land stewardship, park facilities, or forestry
- Specific experience using herbicides, participating in prescribed burns, and managing grassland communities is considered an asset
- 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

- Experience towing a trailer and securing equipment on field vehicles (canoes, trailer contents)
- Basic ecological knowledge. Advanced knowledge is an asset
- Practical experience, and good proficiency, with administrative tasks to support field work such as data collection and note taking, data entry and file management. Experience with databases is an asset
- Ability to prioritize, and coordinate, numerous projects simultaneously and work in a fast-paced environment.
- Highly organized
- Understanding of risk management and its applications in the field
- Team player, with the ability to work effectively with staff and volunteers
- Ability to learn new skills quickly, problem solve and know when to ask for support

Desired Level of Education

- A degree or diploma in natural resource management, forestry, ecological restoration, environmental science or studies, biology, or related disciplines is an asset (demonstrated relevant experience or ways of knowing will also be considered)

Additional Criteria

- 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)
- 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)

Benefits

- Ability to flex time throughout the week and work in a hybrid work environment (in-office and remote).
- 10 paid wellness days annually
- Competitive health and dental benefits package after probationary period
- GRSP with 3% employer match after probationary period
- Working in a supportive office with passionate people who care about the environment and their co-workers

Opportunities and Perks of the Position

- Contributing to lasting conservation projects in the Kawarthas!
- Spending time outdoors in protected nature areas with access to beautiful views, high biodiversity areas
- Being part of a network of dedicated environmental professionals. Opportunities to participate in surveys and fieldwork to protect/enhance habitat for wildlife, including species at risk, and overall ecosystem health; opportunities to learn and practice application of a variety of field work protocols
- Access to training opportunities with professionals in a wide range of areas.

Application Process

- Your application should include a resume and a covering 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.
- **Email your cover letter and resume in one document to Kawartha Land Trust at info@kawarthalandtrust.org by 12 p.m. (noon), March 16th, 2026 with the subject line "Land Stewardship Coordinator".**
- Anticipated start date for the successful applicant would be mid-April.

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.

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.

For more information on the Kawartha Land Trust please visit www.kawarthalandtrust.org and sign up for our newsletter at kawarthalandtrust.org/subscribe.