



Sonoma Land Trust

Job Description

Job Title:	Stewardship Project Manager
Reports To:	Sonoma Valley Program Manager
Status:	Hourly, Non-Exempt
Employment Term:	June 15, 2021 through December 31, 2022
Prepared Date:	April 21, 2021

About Sonoma Land Trust

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the nonprofit Land Trust has protected more than 56,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust is the recipient of the 2019 Land Trust Alliance Award of Excellence and is accredited by the Land Trust Accreditation Commission. The Land Trust has also been named one of the Best Places to Work by the North Bay Business Journal. For more information, please visit www.sonomalandtrust.org.

Position Description

Under supervision of the Sonoma Valley Program Manager, the Project Manager works approximately 75% time assisting with planning and implementation of Sonoma Valley Wildlands Collaborative (SVWC) activities and 25% time managing SLT preserves in the Sonoma Valley region. The Project Manager works with multiple entities and individuals utilizing resourcefulness, self-motivation, and initiative.

Job Duties

1. SVWC Project Coordinator:

The SVWC Project Coordinator works with and supports SLT and SVWC partners, CAL FIRE, other contractors, and interested parties to facilitate timely implementation of grant-funded hazardous fuel reduction activities and to further develop the long-term fire and vegetation management objectives of the Collaborative, including the implementation of controlled burning through CAL FIRE's Vegetation Management and/or Vegetation Treatment Programs. The Coordinator also identifies any barriers to successful completion of grant milestones and brings these to the attention of SLT and/or the full Collaborative as appropriate.

Duties as SVWC Project Coordinator will include:

- Attend and coordinate all Collaborative meetings (i.e., schedule, make agendas, take and send notes in a timely manner, facilitate discussion).

- Participate with Collaborative members in developing/updating vision and governance statements including Memoranda of Agreement within assigned timeframes; ensure partner review and comment, and refine language to achieve group consensus.
- Develop and maintain a comprehensive project implementation calendar and support Collaborative partners in meeting deadlines (reporting, invoicing, etc.).
- In coordination with communications staff of Collaborative partners and CAL FIRE, oversee implementation of a comprehensive communications strategy, including specific messages as well as deliverables and timelines identified in grant agreements, reviewing press releases, and providing periodic reports and other content for Collaborator media outlets.
- Help plan and participate in public meetings and site tours.
- Develop, with partners input, necessary CEQA documentation including tracking tasks to be completed, timelines, and budget.
- Work with partners and contractors to identify and budget resource assessments needed for planning and CEQA compliance.
- Research grant opportunities to fund Collaborative planning and implementation; review and interpret application guidelines and requirements and present to partners for consideration; lead or assist in preparing grant applications and reports.
- Maintain regular communication with Collaborative members on all elements of Collaborative functions, return calls and emails promptly.
- Assist or lead other Collaborative tasks defined by partners and SLT.
- Coordinate regularly and frequently with your SLT contract manager/supervisor on task prioritization and communication with Collaborators.

2. SLT Preserve Project Manager

The Project Manager supports all aspects of preserve stewardship and assists with a regional wildlife corridor program. Coordinating and communicating internally with many individuals and departments is a vital function. Interacting with volunteers, the public, contractors, and representatives of partner organizations occurs regularly.

Duties and Responsibilities as Project Manager may include:

Field Work

- Coordinate implementation of SVWC fuel reduction projects on SLT Preserves. Assist with coordination and administration of prescribed fire.
- Inspect and monitor preserves to assess present conditions including infrastructure and natural resources. Implement improvements as necessary.
- Coordinate ecological management projects, including surveying plants, controlling weeds, promoting native plant species, and restoring habitats.
- Organize and supervise volunteers and group volunteer workdays in many aspects of preserve management and monitoring, coordinate supplies and tools.
- Conduct minor facilities maintenance such as debris removal, building maintenance, trail clearing, and tool maintenance. Ensure that National Historic Registry rules and guidelines are adhered to where appropriate.
- Ensure that conservation easement and other legal requirements are adhered to on preserves.

- Support the organization's education, development, and public outreach and hike programs. Ensure that safety protocols are followed.

Administration

- Develop preserve management plans, annual work plans and budgets.
- Draft and manage contracts and contractors for a wide variety of functions and needs, including infrastructure repair and ecological services.
- Prepare and/or review documents or articles to promote stewardship project activities.
- Occasionally deliver oral presentations to public and private institutions and at SLT events.

Qualifications and Requirements:

- Minimum Bachelor's degree
- Minimum of three years of related professional experience
- Close attention to detail and accuracy and excellent organizational skills
- Ability to work independently and be productive within assigned timeframes
- Strong oral and written communication skills
- Must be able to hike over steep and rugged terrain, occasionally in isolated locations, and be able to lift and carry up to 40 pounds
- Proficiency with computer operations; Microsoft Word, Excel, Outlook, and PowerPoint in a Windows environment, internet use
- Ability to work occasional evenings and weekends
- Must have a vehicle to use for SLT business, a valid driver's license, and personal auto insurance

Desired qualifications

- Experience with oak woodland management and/or fire fuel reduction and defensible space projects
- Ability to use hand tools and some mechanical equipment such as weed whackers
- Skill with GPS data collection and management and ARCPRO GIS software highly desirable
- Comfort with public speaking, and ability to interact productively as part of a team and with the public

Schedule, Salary & Benefits:

Position is 40 hours per week from June 15, 2021 through December 31, 2022.

Preferred start date is June 15.

Salary range is \$27-\$31/hour. Employer contribution to a health insurance plan. Employer contribution to 403(b) retirement plan provided after one year of employment. Vacation, holiday, personal and compensatory leave provided in accordance with the SLT Personnel Policies and Procedures.

Sonoma Land Trust is an Equal Opportunity Employer. We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.

To apply please email your resume and cover letter to staffing@sonomalandtrust.org