



North Coast Land Conservancy is seeking a stewardship assistant who thrives in an independent yet collaborative team environment. The successful stewardship assistant is comfortable working outdoors in all kinds of weather, adept at working with staff, volunteers, and work crews, and a positive and motivated team member who enjoys engaging with volunteers and working in our coastal habitats. The stewardship assistant will support the stewardship program by helping with the stewardship and monitoring of NCLC habitat reserves on the North Oregon coast, and working directly with the stewardship manager and volunteers.

Our Story

In 1985 a group of people from communities throughout Oregon's North Coast assembled to consider a new way to approach conservation. They wanted to approach conservation cooperatively rather than confrontationally, to engage the whole community to do what was best for people, plants, and wildlife. By 1986 North Coast Land Conservancy had a name, an eight-member board of directors, and perky logo featuring a favorite wetland bird, the marsh wren.

One win-win, then another

NCLC's first opportunity to take action arose in 1991, when we successfully facilitated a land swap that conserved a 15-acre parcel of private timberland adjacent to Saddle Mountain State Park—a park known for its rare plant species. It was the first biodiversity-based conservation proposal that state and federal agencies involved in the negotiations had ever seen. That same year NCLC made its first acquisition of land in what would become a pattern of win-win transactions. The purchase of **Wahanna Marsh** in Seaside both conserved a saltmarsh and helped create a place for the children of Seaside to play baseball.

Industry-leading conservation

Since then, NCLC has conserved thousands of acres of land in Clatsop, Tillamook, and Lincoln counties, mainly by acquiring land outright or by acquiring conservation easements on private land. We have also helped transfer thousands of acres of land to public ownership.

NCLC's culture is built on a foundation of teamwork and entrepreneurial drive. While each staff member has clear responsibilities in fulfilling our mission, we promote, expect, and reward a small-business culture and work ethic where no task is above or below any individual.

Studies show that women and people of color are less likely to apply for jobs unless they believe they meet every qualification listed in a job description. NCLC values lived experience, and we are dedicated to embracing diversity and committed to building a team that represents our communities' backgrounds. If this role sounds exciting, we want to hear from you, even if you do not meet all of the listed qualifications!

RESPONSIBILITIES:

Stewardship (75%)

- **General:** Performs various tasks as needed, such as volunteer coordination, fee property monitoring, invasive plant treatment, boundary marking, communication with neighbors and partners, etc. Assists the Stewardship Program with any management priority actions. This may include planting prep,

- trash cleanup, trail maintenance, sign posting, fence construction, etc. Assists with volunteer work parties and youth crews in weed removal events.
- **Volunteers:** Supports Stewardship Manager in running the volunteer Site Steward Program. Communicates, coordinates, and works directly with volunteers on NCLC lands. Also supports weekly volunteer work parties.
 - **Habitat Enhancement:** Manually treats invasive populations of Scotch broom, policeman's helmet, purple loosestrife, and more using hand and power tools (loppers, shovels, claw mattocks, hand saws, weed whackers etc.). Records and maps populations of invasive plant species and treatments on NCLC properties.
 - **Fee Lands:** Monitors boundaries of NCLC's fee-owned land and refresh boundary markers where needed. Monitors NCLC properties for trespass and encroachment and address such issues if they arise.
 - **Equipment Care:** Maintains tools and materials related to daily stewardship work, keeping them clean and organized. Responsible for kayak and canoe loading, hauling, cleaning, and storing, with assistance from other staff.

Administrative (25%)

- **Database:** Records information regarding work done in NCLC's site activity logs and database
- **Outreach Materials:** Creates and updates volunteer support materials
- **Other:** Other duties as assigned by Stewardship Manager

QUALIFICATIONS*

- A background in land stewardship, habitat restoration, biology, ecology, or traditional ecological knowledge, equivalent to five years either through related experience and/or education/training
- Experience working with volunteers
- Knowledge of local plant and wildlife species
- Ability to work safely and independently in the field with skills for navigating, surveying, mapping, and treating invasive plants, including experience with GPS, compass, and maps
- Ability to use personal smartphone for field navigation, data collection, and communication (cellphone stipend is provided)
- Understanding of common treatment methods for invasive plant species
- Experience using and hauling canoes; comfortable around water and capable of swimming

QUALITIES & STRENGTHS

Skills

- Competency with standard computer software, including MS Word, Excel, video conferencing, and email
- Field skills for navigating, surveying, and mapping invasive plants in remote areas, including experience with GPS, compass, and maps
- Experience working with volunteers and youth crews
- Practical problem-solving and organizational skills with attention to detail and record-keeping
- Proficient in English. Bilingual desirable.

Physical Requirements

- Work independently in sometimes remote sites along rivers, in forests, in tidal marshes, and behind locked logging gates.
- Ability to work under physically demanding conditions, including cold/wet weather and steep/brushy terrain
- Ability to lift 50 lbs.
- Ability to operate hand tools, power tools, and other mechanical equipment
- Ability to work some non-standard hours, including occasional evenings and weekends
- Ability to drive for local and regional travel. Must hold a valid driver's license, current insurance, and have a good driving record. (NCLC has work trucks available for staff use and will reimburse mileage for use of personal vehicle for work)

Attributes

- Productive and collaborative team player who is both self-directed and motivated
- Thorough and detail-oriented
- Maintains a positive attitude and collaborative work environment throughout the season
- Practical problem solver
- Passionate about land conservation and the values and mission of NCLC
- Values and embraces cultural diversity

Benefits and Pay

Compensation: Full-time, temporary. \$20 per hour

Schedule: 32-40/week. Six-month term. Start date in May (flexible).

Benefits: Full-time, temporary staff are not eligible for regular benefits, but will receive accrued sick time and paid holidays.

Reports to: Stewardship Manager

North Coast Land Conservancy is an EEO employer. For more information about us, please visit NCLCtrust.org.

For consideration, please email NCLC with your resume, list of three references and a cover letter with relevant experience attached to NCLC@nclctrust.org by April 4, 2025.

*North Coast Land Conservancy expects applicants will have skills and experience relevant to the work described. However, applicants are not expected to have experience in every aspect listed here. Not having experience in any given task listed should not preclude anyone from applying. The ideal candidate will have a passion for nature and value learning so that they are eager to fill any gaps in their knowledge and experience. NCLC will provide training to ensure that the stewardship assistant will have the skills and knowledge necessary to accomplish their work safely and effectively.