



## American River Conservancy Position Description

**Position Title: Stewardship Manager**  
**Starting Salary: \$50,000 - \$60,000/year, DOE**

**Reports to: Executive Director**  
**Type of Position: Full time, Exempt**

### **About the American River Conservancy:**

The American River Conservancy (ARC) is a non-profit organization based in Coloma, California with the mission to serve our communities by ensuring healthy ecosystems in the Upper American River and Upper Cosumnes River watersheds through conservation, education and stewardship. Since 1989, ARC has protected over 24,800 acres of wildlife habitat, riparian corridors, agricultural lands and forest lands in our service area.

### **Position Summary:**

The Stewardship Manager is responsible for the effective management of ARC-owned lands and protected easements. This position oversees a corps of hundreds of potential volunteers, and shares supervisory duties with other staff to provide oversight to two AmeriCorps Members. The Stewardship Manager will identify, design and plan habitat restoration and trail development projects which entail natural resource assessment, biological research and mapping, monitoring, grant writing, and the securing of regulatory permits from resource and planning agencies. The Stewardship Manager will provide land management oversight at the 272-acre Wakamatsu Farm. The overriding responsibility of the position is to fulfill the Conservancy's mission of protecting and enhancing natural habitats where wildlife can flourish.

### **Responsibilities:**

1. **Planning:** Work collaboratively with the Executive Director, Conservancy staff, board members and government agency staff to identify and prioritize habitat enhancement, trail development and endangered species recovery projects on ARC lands and on public agency partner properties. Visit potential and existing project sites and complete resource inventories, mapping and easement documentation/reports. Assist in the development of grant proposals for conservation, stewardship and education projects and programs; make presentations to and obtain necessary permits from resource agencies. Complete Land Management Plans for ARC-owned properties.
2. **Project Management:** Supervise groups of volunteers, staff and/or CalFire Crews or California Conservation Corps members in performing various aspects of restoration, mitigation and stewardship-related project work. Secure and maintain necessary tools, supplies, materials and equipment for stewardship projects. Complete necessary grant administration and reporting duties.
3. **Land Management:** Ensure monitoring, management and enforcement of conservation easements and fee title lands is completed annually. Repair and troubleshoot irrigation, fencing and infrastructure needs on an as-needed basis on ARC-owned lands.
4. **Staffing and Human Resources:** Participate in filling two (2) Sierra Nevada AmeriCorps Partnership (SNAP) positions annually; orient, develop, review and work collaboratively with other ARC staff to manage SNAP Members and any additional Stewardship Interns that are available. Build a positively motivated Land Stewardship team.



5. **Budgeting and finance:** Responsible for developing the annual stewardship program budget. Identify project expenses and income projections for stewardship projects to be included in the overall ARC annual budget. Manage stewardship project contracts with granting agencies, foundations and project partners.
6. **Public Outreach/Training:** Coordinate delivery of the California Naturalist Certification Course, Water Quality Monitoring Training and the Land Steward Training annually. Work with SNAP members and other staff to recruit and support volunteers involved in Stewardship Projects, including river cleanups, trail workdays and Garden workdays. Cultivate and utilize relationships with members of the community as well as regional, state and national contacts to further the Conservancy's mission and goals.

### **Knowledge, Skills and Abilities:**

- At least 3 years of experience in habitat restoration, resource management, land management or related fields.
- Strong speaking, writing, and listening skills. Ability to work with diverse people and develop positive working relationships, especially with co-workers, landowners, rural stakeholders, conservative communities, Indian tribes and government agencies.
- Comfortable working independently while managing multiple complex projects simultaneously.
- Experience working with tools and equipment (weed-eaters, mowers, trailers) used in land management activities is required.
- Familiarity with the geography and natural history of the American River and Cosumnes River watersheds is highly desired.
- Practical problem-solving and organizational skills with attention to detail and record-keeping.
- Skilled in standard office computer software packages (Microsoft Office Suite).
- Strong work ethic.
- Willingness to work occasional evenings and weekends.
- Willingness to take on work outside of the immediate job description when in the best interest of the Conservancy.
- Ability to lift 40 pounds and walk/hike on rough and varied terrain.
- Must have a valid California driver's license and be able to drive.

### **Education:**

A Bachelor's degree in Environmental Studies, Resource Management, or a similar field is desired, but not required. Commensurate work experience will be considered in the candidate selection process.

### **Job Location:**

American River Nature Center in Coloma and project sites throughout the region.

### **Benefits:**

Ten paid holidays (7 fixed, 3 floating); accrual of vacation time (10 days) and sick leave (10 days) begins on the first day of hire. ARC will pay at least 50% of the cost of a qualified health plan following the completion of a 90 day employment review.



**Equal Opportunity Employment:**

ARC is committed to following a recruitment and hiring program which ensures equal opportunities to all people without regard to race, gender, religion, age, national origin or handicap.

**To Apply:**

Email a letter of interest and resume (PDF preferred), and contact information for minimum of three references to [elena@arconservancy.org](mailto:elena@arconservancy.org) with "Stewardship Manager" in the subject line. Address cover letter to Alan Ehrgott, Executive Director. Position is open through August 31, 2018. Review of application materials will begin on September 3, 2018. *Please, no phone call inquiries about this job listing.*