Job Title: Land Steward  
Reports to: Executive Director

The Central New York Land Trust is a not-for-profit, membership-supported organization originally founded in 1972. The mission of the Central New York Land Trust is to preserve and protect natural areas in order to provide our communities clean water, clean air, wildlife habitat, and a chance to connect with the land. The Central New York Land Trust currently owns over 3,000 acres and acquires land either by donation or purchase for community benefit. These lands may contain wetlands, ponds, streams, grasslands, forests, hills and all of the other wonderful natural landforms that abound in Central New York.

Job Summary: The Land Steward will be responsible for monitoring, managing, and overall general stewardship of the Central New York Land Trust’s (CNYLT) 47 preserves throughout Onondaga and Oswego counties. The Land Steward will also be responsible for ensuring that these properties are managed in alignment with LTA Land Trust Standards and Practices for accreditation purposes.

Applicants must be able to be flexible in their work schedules to accommodate property emergencies and/or membership events, and be willing to travel to our various properties.

Responsibilities:

● Conduct inspections of each preserve at least annually and create or update preserve management plans accordingly, in consultation with other staff and the Stewardship Committee.

● Monitor preserve use and potential problems as well as interact with visitors and neighbors.

● Maintain preserve parking areas, kiosks, trails, boardwalks, and footbridges and arrange for repair or replacement as needed.

● Coordinate, supervise, and support volunteers, interns, and contractors in relation to work on the preserves.

● Assist with boundary marking and maintenance.

● Participate in habitat or species management initiatives, such as control of non-native invasive species, grassland or shrubland management, and deer management program.

● Assist with preserve records management/filing needs, including processing site reports, species lists, data entry, scanning documents, archiving back-up documents.

● Attend all Stewardship Committee meetings, report on the status of projects at preserves, and make note of and follow-up on noted problems or concerns.

● Assist Executive Director with other duties as assigned.

● Conduct volunteer training for property stewardship tasks such as boundary signage and inspections.
Qualifications:

Education/Experience:

● Minimum of an Associate’s Degree, but Bachelor’s Degree preferred. One to two years’ related experience, or equivalent combination of education and experience. Experience in environmental nonprofit work and membership services are helpful. General knowledge of environmental issues is helpful.

Language Ability:

● Ability to communicate effectively with diverse people. Ability to read and interpret documents, such as operating and maintenance instructions, questionnaires, and procedure manuals. Ability to write routine reports and correspondence.

Computer Skills:

● To perform this job successfully, an individual should be proficient in Microsoft and Google applications, such as Word and Excel, and Google Docs and Drive. Knowledge of internet-based software, including interpersonal communication applications, is helpful. Familiarity with GIS and GPS preferred.

Math Ability:

● Ability to calculate for routine duties associated with field work.

Other Skills and Abilities:

● Ability to learn new computer applications and nonprofit best practices.

● Time management, ability to work independently in the field, ability to respond to and carry out instructions, and problem solving in and out of an office setting.

● Ability to present oneself in a professional manner indicative of our staff and organization.

● Critical thinking and planning. Successful problem solving.

● Utilize planning, evaluation and research skills. Detail-oriented. Must be able to set priorities and meet deadlines.

Physical Requirements necessary on a regular basis:

● To successfully perform the essential functions of this job, the employee is regularly required to have speech and hearing sufficient for constant in-person and telephone communication.

● Vision sufficient for use of a computer monitor, reading various documents and maintenance of a New York State Driver’s License.

● Manual dexterity sufficient for required use of a computer keyboard and other office equipment for performing the job.
- There may be visits to our sites that may be inaccessible by car. The employee will need to be able to walk the distance required across varied terrain. A portion of the properties have water features, so for safety reasons, the employee must be able to swim.

- The employee must have the ability to stand or sit for extended periods of time.

- The employee is occasionally required to reach with hands and arms and lift or move up to 50 pounds.

- Experience with power tools and gardening tools a must.

**Reliable Transportation:**

- Each employee is responsible for their own transportation with a properly insured vehicle.

This job description is not meant to be an all-inclusive statement of the responsibilities of the position. Other appropriate duties may be required.