



**Job Title:** Land Steward Associate (LSA) West and East (Two Positions)  
**Salary Range:** \$33,000 - \$37,000  
**Location:** LSA West: Durham, Orange, Chatham, Lee Counties  
LSA East: Wake and Johnston Counties, working out of Williamson Preserve  
**Reports to:** Land Stewardship Managers East and West (respectively)  
**Application Deadline:** Open until October 17, 2021

### About TLC

Triangle Land Conservancy (TLC) is an accredited and well-respected land trust, having protected almost 21,000 acres in the rapidly growing Triangle region of North Carolina. For 38 years, TLC has conserved land to safeguard drinking water, to support family farms and the local food economy, to protect important natural habitat, and to connect people with nature. TLC is currently headquartered in vibrant downtown Durham, and most TLC staff are working remotely. The LSA East position will be based out of our farm office at the Williamson Preserve in eastern Wake County. This is an exciting time to work at TLC as we have recently completed a [strategic action plan](#) that will guide us as we double the pace of conservation in the Triangle over the next five years.

TLC seeks to attract the candidates who support the mission of TLC and who respect and promote the importance of diversity and inclusion. TLC is committed to racial equity and follows recruitment and selection practices that comply with all applicable employment laws. To this end, TLC recruits, hires, trains and promotes individuals without regard to color, race, religious belief, sex, marital status, sexual orientation, national or ethnic origin, disability, veteran status, or age. [www.triangleland.org](http://www.triangleland.org)

### Position Summary

This position reports to the Land Stewardship Managers West and East, respectively, and is part of the Land Protection and Stewardship Department working to protect and steward our land across our six county service area (Durham, Chatham, Wake, Orange, Johnston and Lee Counties). The LSA West will primarily work in the field in Durham, Chatham, Orange, and Lee Counties; the LSA East will work in Johnston and Wake Counties from our farm office at our Williamson Preserve in Wake County. Intelligence, attention to detail, organizational skills, teamwork, flexibility, ability to work independently, and good judgment will be critical to success. In addition to working with our staff, you will also have frequent interaction with volunteers, resource managers and community partners. Protocols are in place to support remote working and social distancing.

### Key Responsibilities of the Land Steward Associate

#### Stewardship of TLC properties

- Administer annual monitoring program for all TLC properties
- Maintenance and installation of trail systems, roads and paths
- Support mowing and bush-hogging at preserves
- Administer hunting lease program

- Assist with prescribed burns
- Assist and manage construction projects
- Assist and lead in ecological restoration efforts
- Conduct equipment care and maintenance
- Develop annual stewardship work plan with guidance from Land Managers and Directors of Land Protection and Stewardship
- Support efforts to activate farming operations on our owned properties

#### Conservation

- Assist with grant proposals and administration of existing grants
- Assist with setting, prioritizing and achieving strategic goals
- Assist with GIS and Landscape databases, data collection

#### Volunteer and Community Outreach

- Support Education and Outreach Manager with individual and corporate volunteers and school groups during workdays
- Help Coordinate on-going volunteer groups and individual volunteers
- Contribute to outreach and communications work (e.g. write and provide content newsletter articles, provide photographs of TLC properties and events, lead hikes) as needed
- Support coordination of conferences, symposiums, member events, donor events, and public meetings as needed

#### Administrative

- Participate in all-staff required events and activities
- Maintain required medical/forestry/first responder/CPR certifications
- Attend professional development workshops and land stewardship partner meetings as required
- Participate in budget process, code and route vendor invoices for payment as needed
- Other tasks as assigned

#### Attributes, Expectations, Technical Skills and Competencies

- A college degree or two years' work experience in natural resources, ecology, botany, environmental sciences, land stewardship, land management, landscaping, forestry, agriculture and/or a conservation related field is preferred
- Experience with land conservation, land trusts, or similar conservation organizations or equivalent preferred
- Valid NC driver's license and safe driving record for the past three years required
- Ability to work outside throughout the year in all types of weather conditions
- Ability to work independently and as a part of a team
- Ability and willingness to work occasional non-standard hours
- Experience safely operating power equipment including chainsaws, mowers, weed whackers, circular saws, etc.
- Experience operating tractors and other implements
- Knowledge of sustainable trail design and maintenance, zero-turn mowers
- Knowledge of sustainable trail design and maintenance
- Knowledge of native and invasive plants in NC
- Experience with herbicide application
- Working knowledge of Microsoft Office Suite

#### **Desired Skills and Attributes**

- Experience in construction and carpentry
- Experience with GIS/GPS hardware and software

#### Physical Work Requirements

This position is subject to activities beyond typical indoor professional office setting. The essential physical requirements of this position include:

1. Physical work is required, such as lifting, reaching, grasping, kneeling, climbing, bending, pushing, pulling, and shifting.
2. Capable of lifting up to 50 pounds and ability to frequently lift, carry, push, pull, or otherwise move objects.
3. Ability to safely and correctly use hand tools associated with restoration work, and ability to instruct and supervise others in the use of same tools.
4. Walk over a variety of terrain, including, but not limited to, steep grades, stairs, wet ground, etc.
5. Ability to sit or otherwise remain in a stationary position at a computer workstation for the majority of some work days. Operate a computer and other office equipment such as calculators, copy machines, and printers.
6. This position includes travel that requires operation and scheduling of maintenance for the Land Trust truck, and may require use of a personal vehicle.

**Benefits:** This is a full-time permanent and exempt position with excellent benefits; including employer paid health, dental and vision insurance, short-term and long-term disability with generous paid time off and holiday observances.

**How to apply:** Applicants should submit 1) cover letter, 2) resume, and 3) a list of three references (all as a single pdf) by e-mail to: [hr@triangleland.org](mailto:hr@triangleland.org). References will not be contacted unless you are selected for a final interview.

*Please no phone calls, drop-ins or paper submissions.*