

**KENT LAND TRUST**  
**JOB DESCRIPTION: KLT/WLT STEWARDSHIP ASSOCIATE**

Status: Employee, Non Exempt

Full-time: 40 hrs/wk

The Stewardship Associate is an employee of the Kent Land Trust, Inc. The Stewardship Associate is responsible for stewardship and management of protected lands and easements for the Kent Land Trust (KLT) and Warren Land Trust (WLT), consistent with the direction of the Boards and Committees, long-term objectives and strategic planning, and in accordance with current budget, workplans and management plans, for each of the organizations. The Stewardship Associate is supervised primarily by the Kent Land Trust's Executive Director, and for WLT responsibilities will work closely with WLT board members.

The Stewardship Associate fulfills the following responsibilities for the Kent Land Trust for 24 hours (3 days) per week, and for the Warren Land Trust for 16 hours (2 days) per week. At the Kent Land Trust, the Stewardship Associate's land management responsibilities will primarily be for its Forested Preserves, complementing the Stewardship Manager's responsibilities for Field and Meadow Preserves.

*For the Kent Land Trust*

Stewardship and Land Management

Fee Land Management Program

- Prepare and maintain current Management Plans
- Post boundaries
- Implement and document annual monitoring of fee-owned properties
- Ensure appropriate recordkeeping of stewardship activities
- Plan land management projects including habitat restoration and invasive plants management
- Identify, hire and oversee contractors performing land management projects
- Identify and assist with grant funding applications and manage grant-related contracts and reporting
- Communicate with stewardship volunteers and provide recognition for volunteer work

Trail Management

- Establish and implement annual trail maintenance schedule
- Inspect and maintain all trails and public access points on a regular basis
- Inspect trails post-storm and conduct clean-up maintenance as needed
- Maintain inventory of KLT-owned tools and equipment, and ensure regular servicing as needed
- Assist in design, building and mapping of new trails
- Oversee design, manufacture and installation of trail signage
- Maintain kiosks, signage, and trail blazing

*For the Warren Land Trust, with Land & Stewardship Committee oversight*

Trail Management:

- Establish and implement annual trail maintenance schedule
- Inspect and maintain all trails and public access points on a regular basis
- Inspect trails post-storm and conduct clean-up maintenance as needed
- Maintain inventory of WLT-owned equipment, and ensure regular servicing, as needed
- Assist in design, building and mapping of new trails
- Assist in design, manufacture and installation of trail signage
- Maintain kiosks, signage and trail blazing
- Assist in training and communicating with volunteers, as needed

Conservation Easement Program:

- Implement and document annual monitoring of conservation easements
- In coordination with Office Manager, communicate with easement landowners regarding exercise of reserved rights, notice and consent, and other issues related to easement administration
- Assist Office Manager in outreach to easement landowners regarding land management and conservation activities
- Assist with investigation for violations, encroachments and other land management issues
- Prepare supplements and/or updates to Baseline Documentation Reports as appropriate

Fee Land Management Program:

- Implement and document annual monitoring of fee-owned properties
- Assist in preparation and maintain current Management Plans
- Assist with grant funding applications and manage grant-related contracts and reporting
- Assist in identifying, hiring and overseeing contractors performing land management projects
- Post boundaries of fee-owned properties
- Assist in training stewardship volunteers
- With Office Manager, ensure appropriate recordkeeping of stewardship activities

Acquisitions (as needed):

- Assist in assessment of conservation value, stewardship considerations and fit with WLT mission and public benefit
- Collect and create maps of prospective properties and other materials for board assessment

*For both the Kent Land Trust and Warren Land Trust*

General Responsibilities

- Meet with Kent Land Trust and Warren Land Trust staff and Board of Directors as requested
- Assist in planning public programs
- Attend and conduct, when desired, public programs
- Represent the Kent Land Trust and Warren Land Trust within the local and land trust communities; foster collaboration and partnership with organizational peers.

*Desired attributes and proficiencies:*

- Degree/professional coursework in environmental science
- Proficiency using GIS in the field, basic mapping
- Proficiency in Microsoft Office
- Proficiency in Landscape conservation software
- Proficient in use of trail maintenance tools including weed whips, mower, and chain saw
- Communications skills including in person, email, text, phone
- Writing and Organizational skills
- Valid Drivers License and access to a motor vehicle
- Work may be outside in all weather conditions
- Some weekend and weeknight hours required
- Live in or familiar with northwest Connecticut landscape

*As an Equal Opportunity Employer, the Kent Land Trust acts in accordance with laws applicable to employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.*