



Job Title: Stewardship Assistant
Location: Vancouver, Washington
Starting Salary: \$22.21 - \$25.54 per hour
Reports To: Valley Region Stewardship Manager
Duration: Full-Time, 40 hours per week
FSLA Status: Non-Exempt
Application Deadline: January 12, 2025

Columbia Land Trust is seeking a **Stewardship Assistant** to join its team!

About Us

Columbia Land Trust is dedicated to conserving and caring for the vital lands, waters, and wildlife of the Columbia River region through sound science and strong relationships. In our first 30 years, Columbia Land Trust has permanently conserved more than 60,000 acres and restored thousands of acres across our ecologically diverse region, for the benefit of both wildlife and communities. Today, the Land Trust is nationally recognized as a leader in conservation, and locally appreciated as part of the communities where we live and work.

At Columbia Land Trust, we often talk about our impact in terms of science forward approach to lands, waters, and wildlife. However, just as important is how we work, through building and maintaining strong relationships. We set ambitious long-term goals that we know are only achievable by living up to our commitments to support more equitable conservation through diverse collaborations and thoughtful land management practices. We strive to ensure that all our employees, colleagues and partners feel a sense of belonging, and that their contributions to achieving our mission are valued. Columbia Land Trust is an equal opportunity employer and committed to building a workforce that fosters this sense of community, appreciates and includes more voices and cultures, inspires conservation achievement, and gives space for personal growth.

Columbia Land Trust's headquarters are located on the historic Fort Vancouver campus near downtown Vancouver, Washington. Additional Land Trust offices are located in Astoria, Oregon, and White Salmon, Washington. This position will be primarily a field-oriented position based out of our Vancouver, Washington office with frequent travel throughout the region for fieldwork. For more information, please visit www.columbialandtrust.org.

Summary

The **Stewardship Assistant** supports land stewardship work on properties across the Land Trust's region. The Stewardship Assistant is part of the 24-member Stewardship Team, which manages over 38,000 acres of land owned by the Land Trust, including natural areas, parks and open spaces, as well as private lands where the Land Trust holds conservation easements. The Stewardship Assistant supports the Stewardship Team with duties such as weed control, revegetation, infrastructure maintenance, habitat restoration, site monitoring, and property administration. This position is an opportunity to work outside across a wide range of urban and rural landscapes and to care for nature in a way that benefits both people and wildlife.

The Stewardship Assistant receives ongoing training, guidance, and mentorship from experienced Stewardship staff. As a field-based position, the Stewardship Assistant travels throughout the region, supporting a wide range of work that varies by season. Approximately 60%-70% of the time is spent in the field or traveling. This position offers a flexible work schedule to accommodate longer days and occasional overnight travel. Workdays are typically M-F with schedule varying weekly based on project needs. The Stewardship Assistant collaborates with their supervisor to plan each week's schedule, balancing work responsibilities with personal needs.

Essential Duties:

Site Management

Conduct property management and annual monitoring under the direction of organizational site management plans. Some activities include:

- Manage vegetation and infrastructure through mechanical methods and herbicide application.
- Safely operate vehicles and transport equipment to various work sites.
- Operate various power and hand tools for property maintenance tasks.
- Participate in controlled burns.
- Assist with maintenance and repair of equipment.
- Conduct annual site monitoring visits, documenting property conditions.
- Communicate site visit outcomes to landowners and neighbors as needed.
- Support data collection for ecological monitoring and restoration documentation.
- Performs other duties as assigned.

Organizational and Program Support

- Attend required in-person and virtual meetings.
- Participate in diversity, equity, and inclusion initiatives.
- Use GIS tools and mobile applications to track and map property-related tasks.
- Perform data entry and generate reports for stewardship and property management teams.
- Interact with landowners, neighbors, partners, and the public in a professional and courteous manner.
- Provide on-site support during donor tours, volunteer events, and outreach activities.
- Attend and participate in other Land Trust events as needed.
- Performs other duties as assigned.

Qualifications

Columbia Land Trust seeks applicants with skills and experience in some of the listed tasks or similar work. Training will be provided to ensure qualified candidates can safely and effectively perform the job. Accommodations may be available for individuals with disabilities to enable them to fulfill essential job functions.

Required Skills & Experience

The following are representative of the knowledge, skill, and/or ability needed to perform the duties of the job. Some experience with one or more of the following is preferred, with some training available to help build on existing skills to reach the skill level needed. Both professional and personal life experience will be considered.

- Background in land stewardship, resource management, biology, ecology, or a related field (experience or education/training).
- Ability to perform physical work outdoors in various environments and weather conditions.
- A willingness to regularly apply herbicides.

- Valid driver's license and safe driving record.
- A willingness to learn and comply with Columbia Land Trust's safety policies.
- Ability to collaborate effectively with team members in person and remotely, through written communication and phone calls.
- Ability to work respectfully with people from diverse backgrounds.
- Proficiency in Microsoft Office Suite or related programs.

Preferred Skills & Experience

- Ability to work effectively both independently and in a team environment.
- Experience with habitat restoration, land stewardship, herbicide application, or GIS software.
- Possesses effective problem-solving skills, adaptability, and strong interpersonal abilities.
- Highly organized and ability to self-manage time and responsibilities.

Salary and Benefits

Columbia Land Trust offers a competitive salary, a comprehensive benefits package, and a supportive and positive work environment. The full salary range for this position is \$22.21 - \$28.87 per hour. Based on our internal equity review and the candidate's qualifications, the estimated starting salary will be \$22.21 - \$25.54 per hour, depending on qualifications and experience.

The Land Trust benefits package includes:

- Paid vacation
- Holidays
- Sick leave
- Health and dental insurance premiums for three-quarter to full-time employees
- Voluntary benefits include Section 125 - FSA and long-term disability
- A match (up to 5% of annual salary) to our 401(K)-retirement plan
- Cell Phone Reimbursement

Application Instructions

To be considered for the Stewardship Assistant position, please email your resume, a list of three references, and a response to the below questions to jobs@columbialandtrust.org.

We will not contact your references without notifying you first. In your application, please include:

- Summary of your relevant experience
- What about this position appeals to you?
- How does this position align with your professional interests or career goals?
- Please read our [Equity Commitments](#) and tell us what resonates with you and why.

Mailed applications can be submitted to:

Columbia Land Trust
850 Officers Row
Vancouver, WA 98661