



American Chestnut Land Trust
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JOB DESCRIPTION
Stewardship Coordinator
American Chestnut Land Trust

Mission: The American Chestnut Land Trust (ACLT) preserves and conserves the natural and cultural resources of the Parkers Creek and Governors Run Watersheds for the benefit of this and future generations. We provide environmentally sustainable public access to managed properties for educational, scientific, recreational, and cultural purposes. We promote land conservation and preservation throughout Southern Maryland.

Summary of Duties: The Stewardship Coordinator will provide stewardship of the natural resources on approximately 3,500 acres of land owned or managed by ACLT and advance ACLT's broader conservation and public access initiatives. Activities include habitat management and restoration, trail creation and maintenance, volunteer coordination, wildlife management, watershed monitoring initiatives, and invasive species control. This position reports directly to the ACLT Land Manager.

Specific Duties:

- Lead the annual monitoring of ACLT's fee simple properties and other privately-owned properties on which ACLT holds conservation easements
- Maintain documentation of each property monitoring activity using reports, maps, photographs, notes, and other permanent records in compliance with Land Trust Alliance standards
- Implement and ensure compliance with management agreements between ACLT and the Maryland Department of Natural Resources (DNR)
- Implement and ensure compliance with all ACLT Forest Stewardship Plans and Land Management Plans
- Help implement ACLT's invasive species control program and coordinate volunteer workdays for mapping and removing invasive species
- Work with the Land Manager and volunteers to inspect and maintain ACLT's 26 miles of public access trails and develop new trails
- Investigate the potential for developing bike trails on power line Rights-of-Way (ROWS) in the county to expand public access to recreation
- Educate visitors about ACLT's natural resources, ecologically sound land use practices, and the rules and regulations necessary to protect resources

- Assist in the development and implementation of long-term land management planning
- Regularly assess needs and developments relating to land management and make recommendations to the Land Manager
- Help implement restoration and habitat improvement projects
- Assist in applying for grants to fund land stewardship projects and complete post-award grant/project management and reporting
- Regularly inspect and maintain ACLT's structures and land management equipment
- Assist the Land Manager in the coordination of twice-weekly volunteer work sessions to complete a wide variety of land management tasks
- Assist with the process of preserving new properties and obtaining funding for land acquisition through state programs
- Help coordinate the Maryland Master Naturalist Program at ACLT
- Organize, lead, and provide logistical support for additional stewardship and monitoring programs, such as ACLT's water quality monitoring program, macroinvertebrate sampling program, and tree diversity survey
- Assist with ACLT's outreach and fundraising events as necessary
- Prepare articles for ACLT's blog and quarterly newsletter
- Completion of other duties as assigned

Qualifications:

Required:

- Bachelor's degree in natural resources management, environmental science, or a related field **OR** at least 2 years of experience as a natural resource/land manager
- Knowledge of the principles, theories, and practices of natural resource management
- Ability to work independently and as a member of a team with a wide variety of people
- Strong interpersonal skills and the ability to communicate effectively in writing and orally
- Proficiency with Microsoft and Google applications

Preferred:

- Experience with grant writing and project management
- Knowledge of invasive plants and control methods
- Experience with ArcGIS Pro
- Proficiency with tools and equipment such as drills, circular saws, chainsaws, weed whackers, lawn mowers, etc.

Ideal Personal Profile:

The ideal candidate for this position is a person who:

- Is extremely driven and results-oriented
- Can manage time and resources to accomplish meaningful projects efficiently

- Enjoys completing challenging projects to make a tangible positive impact on Calvert County's natural resources
- Has a strong ability to build relationships with a diverse group of people
- Can manage multiple projects simultaneously and balance sedentary indoor work with physically challenging outdoor work
- Has high integrity, energy, and enthusiasm and is self-directed, motivated, and resourceful

Work Environment:

- The Stewardship Coordinator will regularly perform both physically challenging outdoor work and sedentary office work. The role requires prolonged standing, walking over uneven terrain, lifting and carrying loads up to 50 lbs, and operating hand tools and motorized vehicles. Candidates must be prepared for extended exposure to heat, cold, wet conditions, stinging and biting insects, poisonous plants, and similar environmental hazards, and should take appropriate safety precautions. Travel between field sites may be required.
- Work days, events, and activities are occasionally scheduled on weekends and evenings and work hours will be adjusted to accommodate this.

Benefits:

- Starting salary of \$50,000
- Starting at 96 hours of accrued vacation leave, 80 hours of accrued sick leave, and 3 personal days per year
- 10 paid holidays per year
- Health and dental insurance (ACLT covers 100% of premium)
- Opportunity to contribute to a SIMPLE-IRA after 12 months of employment, with ACLT matching employee contributions up to 3%
- Opportunity to contribute to a Health Savings Account after 12 months of employment, with ACLT matching employee contributions up to 3%
- Opportunity to be part of the team managing the most pristine watershed on the western shore of the Chesapeake Bay

To Apply:

This position will remain open until filled. To apply, send one PDF containing resume, cover letter, and the contact information for 3 references to:

Autumn Phillips-Lewis, Executive Director

Email: autumn@acltweb.org

Include "Stewardship Coordinator" in the subject line