



Audubon Society of Rhode Island

JOB DESCRIPTION

Position Title: **Land Steward**
Supervisor: Director of Properties
FLSA Status: Full time – Exempt
Date Prepared: 2023
Salary Range: \$19-23 / hour

Summary of Position:

The Land Steward is concerned for the care and proper land management of Audubon Society of Rhode Island's protected properties. The Land Steward addresses the effects of climate change and invasive species to protect and steward natural habitats.

The Land Steward works independently and in small groups, under the supervision of the Director of Properties, to coordinate the monitoring and management of conserved properties, implement stewardship programs and procedures, and investigate easement stewardship problems in conformance with Audubon Society of Rhode Island policies and procedures. The Land Steward also recruits and trains stewardship volunteers.

Duties:

- Primarily responsible for, but not limited to, the non-public protected properties and conservation easements.
- Monitor Audubon conservation properties; ensuring easements are monitored annually; reporting any issues related to those easements to the Senior Director of Conservation; with the Director of Properties develop and implement a plan for resolution; maintaining strong relationships with owners of land protected with Audubon and with organizations that have partnered with Audubon on these projects.
- Assist with preparation of management plans, implement management needs identified in approved management plans; scheduling and coordinating property maintenance tasks, including contractor management when necessary.
- Oversee the maintenance of buildings and structures, secure all required permits as needed, secure contractors for plowing, cleaning and other essential services to maintain the buildings and grounds.
- Document all monitoring activities and critical correspondence in accordance with Audubon's LTA Record Keeping Policy and Monitoring Procedures.
- Participates with the Science and Advocacy project teams on wildlife surveys, inventories, data collection and other issues involved with the Society's land holdings.

Connecting People With Nature



Audubon Society of Rhode Island

- Recruit and supervise volunteers through projects and programs to reach the objectives of this position.
- Provide regular (minimum bi-weekly) posts, photos and content relative to job functions to the Communications team for social media and other media channel distribution
- Participate in conservation day as determined by the Director of Properties
- Advise Director of Properties on a weekly or more frequent basis when needed on workplace updates, successes, and issues of concern.
- Advise Director of Properties of relevant income and expense projections for entry in the organization's annual budget.
- Maintain and provided documentation of all expenses related to position.
- With the Director of Properties review monthly/yearly revenue and expense budgets.
- Participate in the major Audubon programs, including but not limited to, Raptor Weekend, Annual Gala (Party for the Peregrines), and AuduBonfire.
- Miscellaneous other duties and responsibilities.

Qualifications:

- Bachelor's Degree in Wildlife Biology, Forest Science, or related field.
- Experience in stewardship and monitoring of protected properties, including of GIS services, GPS and basic mapping programs
- Knowledge of use and maintenance of hand power tools and equipment including chainsaws
- Familiarity with native flora and fauna

Complexity/Problem Solving:

- Design, implement, and direct multiple projects, setting deadlines and ensuring program accountability.
- Ability to work in high-visibility and sometimes stressful environment.
- Ability to think strategically, interpret guidelines and analyze factual information, find creative solutions.
- Ability to communicate core mission and advocacy of the Audubon Society of Rhode Island.

Discretion/Latitude/Decision-Making:

- Performs duties under general supervision and established guidelines.
- Demonstrate confidentiality, common sense, flexibility, and teamwork.
- Ability to make good decisions based on analysis, experience, and judgment.

Connecting People With Nature



Audubon Society of Rhode Island

Required Qualifications:

- A collaborative approach to working with colleagues.
- Demonstrated conflict resolution/mediation skills.
- Provide timely and accurate donor-centric feedback and communication to donors and supporters

Working Conditions:

- Work requires travel throughout the state; occasional work on evenings and/or weekends.
- Work environment involves physical exertion and/or physical strain; infrequent exposure to job hazards where there is some possibility of injury.

Connecting People With Nature

12 Sanderson Road, Smithfield, Rhode Island 02917 • (401) 949-5454 • www.asri.org