



Job Announcement

Position Title: Stewardship Associate
Location: Durham, NC
Closing Date: Interviews will be ongoing until the position is filled

The Eno River Association seeks candidates for the part-time position of Stewardship Associate. Applications will be reviewed starting June 17th, and will continue to be accepted until the position is filled.

About Eno River Association

The Eno River Association (Eno) is a private, non-profit conservation organization founded in 1966. Our mission is to conserve and protect the natural, cultural, and historical resources of the Eno River basin. We pursue our mission through a variety of program areas including land conservation, advocacy, environmental education, and the Festival for the Eno. Our efforts to date have resulted in over 7,000 acres of protected lands. The Association is a conservation leader in Durham and Orange Counties, and is accredited by the Land Trust Accreditation Commission. Visit enoriver.org for more information.

About the Position

Under the supervision of the Director of Conservation and Stewardship, the Stewardship Associate is primarily responsible for managing the monitoring and stewardship of land owned and under conservation easement to Eno River Association, including maintaining strong communication with private landowners of eased properties and adjoining landowners to Eno-owned properties to facilitate engagement and further stewardship. In addition to working with Eno staff, the Stewardship Associate will have frequent interactions with volunteers, resource managers, and community partners. The Associate will have the opportunity to research and explore new initiatives for Eno, and work closely with the Director of Conservation and Stewardship to attain strategic goals.

Key Responsibilities of the Stewardship Associate

- Monitor all Association fee lands, assessing each property for liabilities, changes, encroachments, and need for stewardship work.
- Monitor all Association-held conservation easements, coordinating with landowners on site visits and assessing compliance with the terms of the easement.
- Complete and file annual written monitoring reports; assist Director of Conservation and Stewardship with invoice and budget tracking.
- Identify and document issues, encroachments, and/or easement violations, and work with the Director of Conservation and Stewardship to remediate problems.
- Ensure that Eno's stewardship program conforms to the Standards and Practices of the Land Trust Alliance; work with the Director of Conservation and Stewardship to prepare for the re-accreditation process, as needed.
- Recruit, train, and manage land stewardship volunteers, including the Eno River Trail Stewards and Volunteer Land Steward programs.
- Organize and lead 20-25 volunteer workdays annually on Association or partner-owned lands, including: assisting with volunteer recruitment; planning and securing materials for events; demonstrating safe and correct use of tools; overseeing volunteer work; and coordinating with the Director of Education to facilitate youth engagement events.

- Assist in the management of Eno-owned lands according to approved Management Plans, including grounds maintenance, trail maintenance, and ecological restoration.
- Assist in drafting Baseline Documentation Reports for new conservation projects.
- Assist in drafting and updating Management Plans for all Eno-owned properties.
- Other tasks as assigned

Other Conservation and Stewardship Responsibilities

- Respond to all volunteer inquires and coordinate volunteers for Eno stewardship workdays and outreach events, as needed.
- Assist with grant proposals and administration of existing grants.
- Contribute to outreach and communication work (e.g. written newsletter articles, lead hikes, as needed)
- Support coordination of conferences, symposiums, member events, donor events, and public meetings as needed.
- Work together with Eno board and staff to set, prioritize and achieve strategic goals.
- Work with Eno staff to provide photographs of Eno-owned and eased properties.

Qualifications

- Background and experience in natural resources, ecology, botany, environmental sciences, land stewardship, land management and/or a conservation related field.
- Experience with volunteer coordination and management.
- A dedicated team player with a sense of humor and a strong commitment to protecting the natural environment who also works well independently.
- Working knowledge of North Carolina native species and ecology, management of common invasive weeds, and common issues associated with land management.
- Strong interpersonal skills and ability to interact and communicate with a variety of public and private interests, partners, and constituents.
- Ability to work outside throughout the year in all types of weather conditions
- Physical work is required, such as lifting, reaching, grasping, kneeling, climbing, bending, pushing, pulling, and shifting. Ability to lift 50 pounds regularly, required.
- Prefer experience operating power equipment including chainsaws, mowers, etc.
- Prefer experience with herbicide application
- Prefer experience in ArcGIS and GPS. Strong computer proficiency and office skills.
- Willingness to work regular weekend volunteer workdays, as well as the 4th of July holiday weekend, Martin Luther King Day, and New Year's Day holiday.
- A valid NC driver's license

Compensation

- Part-time position, 20 hours a week, including two weekend days per month.
- Salary range: \$16,000-\$18,000.

How to Apply

Applicants should submit 1) resume, 2) cover letter, and 3) a list of three references (all as a single pdf, if possible) by email to: kim@enoriver.org. Please save your application file as: Last Name_First Initial_Eno Stewardship (e.g. Livingston_K_Eno Stewardship).

Applications will be reviewed starting June 17th, and will be accepted until the position is filled. No phone calls please.

Eno River Association is an equal opportunity employer and will not discriminate because of race, creed, color, national origin, sex, age, disability, sexual orientation, or marital status.