



# The Land Trust For Santa Barbara County

## **Job Description: Assistant Preserve Manager**

The Land Trust for Santa Barbara County is looking for an Assistant Preserve Manager to expand the team based at Arroyo Hondo Preserve. This is a quarter-time, non-exempt (hourly) position reporting to the Preserve Manager. This position is scheduled 10 hours per week; half-days on Monday mornings and six-hour shifts on Saturdays. Spanish language fluency is preferred.

Founded in 1985, The Land Trust for Santa Barbara County is a 501(c) (3) tax exempt California non-profit Corporation that conserves natural resources, agricultural land, and open spaces for the benefit of present and future generations. The Land Trust owns and manages Arroyo Hondo Preserve, a magnificent coastal canyon located west of Santa Barbara between Refugio State Beach and Gaviota State Park. The canyon preserve is home to thousands of plant and animal species, including several that are considered threatened or endangered. Visitors to Arroyo Hondo Preserve can enjoy walking along stream-side paths and hiking up trails along canyon ridges with views of the Gaviota coast and Channel Islands National Marine Sanctuary. Docent-led tours for schools and community groups are scheduled throughout the year.

### **About the Position:**

If you enjoy working hard in the outdoors, learning new skills and being part of a team, we invite you to apply for the position of Assistant Preserve Manager. In this role, you will support the maintenance, operations, and visitor services at Arroyo Hondo Preserve. Working in coordination with the Preserve Manager, you will help to protect and steward the preserve's resources and provide visitors with a safe and enjoyable experience. The ideal candidate will be a hard-working, responsible, and energetic individual with professional experience in landscape, park, or other field-based maintenance and operations. They will be passionate about joining a team committed to managing the preserve with care and welcoming visitors to foster wonder about nature.

### **Responsibilities:**

- Support preserve maintenance, operations, and improvement projects both in the field and the office.
- Manage preserve operations during scheduled visitation by schools, groups, individuals and during special events or programs.
- Welcome and guide preserve visitors and Land Trust volunteer docents to provide an organized and positive experience.

- Present Land Trust and preserve information to visitors and event organizers.
- Support volunteer restoration and trail maintenance activities.
- Assist Preserve Manager with administrative tasks for the preserve such as organizing photos, filing, scheduling meetings, and creating materials for preserve visitors.
- Assist with other general preserve management activities, as needed, to support the Preserve Manager.

**Required Qualifications:**

- 2+ years progressive experience working in outdoor facility or landscape maintenance.
- Skills to perform basic construction and maintenance assignments.
- A collaborative work ethic and ability to work independently.
- Strong interpersonal, oral, and written communication skills and interest in welcoming preserve visitors.
- Proficient with presentation software, Microsoft Office, or an ability to quickly learn new software programs.
- Commitment to learning about and supporting the Land Trust's goals for conservation, preserve visitation, and sustainable land management.
- Interest in gaining experience working with volunteers.
- Willingness to receive wilderness first aid training and earn and maintain Basic First Aid/CPR certification.

**Additional favorable traits:**

- Prior work experience in a park, forest, or public recreation area.
- Experience working with equipment and tools used in preserve maintenance.
- Spanish language fluency.
- Ecological field work experience, such as habitat restoration.
- Experience working in visitor services or with volunteers.

**Essential Requirements:**

- High school diploma or G.E.D.
- Possess valid, insurable driver's license
- Ability to perform manual labor requiring bending, stooping, kneeling, and lifting
- Ability to sit at a desk, type, bend, twist
- Ability to lift or move up to 40 pounds
- Ability to hike at least 6 miles over rugged terrain
- Ability to work in rugged and remote areas with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, uneven terrain, and poison oak.

**Compensation and Benefits:**

Compensation is commensurate within the non-profit field and is based upon experience. The hourly rate for this position is in the range of \$24/hr-\$27/hr. Benefits include sick time as required by state law and a supportive team culture. This position is a quarter-time, non-exempt position. This position is based at Arroyo Hondo Preserve. Currently we are working under a COVID-19 protocol and following our regional guidelines.

**How to Apply:**

Please submit a resume and a compelling cover letter to John Warner, Preserve Manager, at [info@sblandtrust.org](mailto:info@sblandtrust.org) with the subject: Assistant Preserve Manager.

The position will remain open until filled. Application review will begin on August 5, 2022. Applicants with the most relevant experience and qualifications suitable for the position will be contacted for an initial video interview.

The Land Trust for Santa Barbara County is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status, or other characteristics protected by law.