



RED-TAIL
Land Conservancy

Position Title: Stewardship Coordinator

Direct Report: Stewardship Manager

Authority: Volunteers

Background:

Red-tail Land Conservancy (RLC) is a nonprofit land trust for east central Indiana. Our mission is to preserve, protect, and restore natural areas and farmland while increasing awareness of our natural heritage. Using strategic planning to accomplish this mission, we have grown steadily since our inception in 1999. As of 2024, Red-tail protects nearly 2,900 acres of land.

Complementing our work to preserve natural areas, we foster conservation practices with landowners, engage volunteers in land stewardship activities, provide for outdoor recreation at our public nature preserves, and offer nature-based learning programs for youth and adults.

Red-tail protects vital wildlife habitat and works to connect the residents of east central Indiana with nature. A respected conservation organization, Red-tail collaborates with local organizations, universities, government agencies, and our east central Indiana community to promote conservation.

General Summary:

The purpose of this position is to perform a wide variety of tasks associated with land management, ecological restoration, and maintaining high-quality nature preserves. The position also requires executing events and managing volunteers.

In addition to the specific responsibilities, skills, and qualifications outlined in the job description, a candidate should be able to work well in a small staff environment and possess the enthusiasm and flexibility to help a growing organization thrive. Like all other positions within the organization, occasional duties will be performed outside the position's typical scope of work.

This is a part-time position with the expectation of working 24 hours a week. Benefits include paid time off, a cell phone stipend, retirement benefits, paid holidays, and mileage reimbursement. Hours are moderately flexible with occasional work on evenings and weekends. This position reports to the Stewardship Manager and has authority over volunteers. The salary for this position is \$17/hr.

Roles/Responsibilities:

- Perform stewardship and best land management practices and techniques to preserve, protect, and restore properties owned and managed by RLC
- Support RLC stewardship programs such as GIS tracking and invasive species removal
- Maintain property boundaries, signage, parking lots, and trails
- Produce reports and maps documenting monitoring visits, stewardship activities, habitat restoration projects, and other activities and programs as needed
- Represent Red-tail at meetings, conferences, and community events
- Lead and assist with Red-tail events, especially the coordination of volunteers (occasional weekend and evening functions required)
- Assist with the recruitment, coordination, training, tracking, and recognition of stewardship volunteers and interns
- Assist with the creation, implementation, and tracking of management plans
- Other duties as assigned by the Stewardship Manager

Required Skills and Qualifications:

- Degree or degree-in-progress (at least 3 years completed) from a higher institution or equivalent experience in natural resources management, environmental science, ecology, botany, environmental management, or a related field
- Proficiency in computer programs, including Microsoft Office and Google Suite
- Ability to work in a team or independently as needed
- Ability to effectively coordinate and organize multiple projects and tasks
- Proficient in public speaking
- Ability to walk in rough terrain for long distances
- Ability to lift up to 40 lbs, bend, squat in the performance of daily activities

Desired Skills and Qualifications:

- Experience working with and controlling invasive plant species
- Experience with chainsaws, tractors, trailers, and other heavy equipment
- GIS experience
- Basic identification skills of native flora
- Knowledge of common land management practices
- Experience representing organizations at events
- Experience coordinating volunteers
- Pesticide applicator license