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ORGANIZATION

The Wildlands Conservancy is a private nonprofit public benefit organization dedicated to preserve the beauty and biodiversity of the earth and to provide programs so that children may know the wonder and joy of nature.

THE LOCATION

Eel River Canyon Preserve, a 26,600-acre nature preserve located 26 miles North of Covelo, CA.

POSITION SUMMARY

The Preserve Manager assists the Regional Director with the overall management and internal processes needed to manage the Eel River Canyon Preserve and secondarily other locations within the region. Primary tasks include directing the work of staff, consultants/contractors, volunteers, and docents on the Preserve. Additionally, assists in ensuring compliance requirements are met and takes the lead on special projects as assigned by the Regional Director.

Applicants will play a crucial initial role in oversight and assistance in the renovation of the historic Dean Witter housing complex.

Performs public contact, conservation advocacy, and outreach. Actively represents and promotes Wildland's mission and interests through involvement with visitors, residents and community groups, governmental and business entities in the Eel River Canyon region.

Responsible for assisting in the management of shaded fuel break and restoration forestry projects, riparian enhancements, and rangeland management. Plans and coordinates stewardship and habitat restoration activities.

The work involves the routine exercise of discretion and includes advising management, planning, and negotiation, including contributing to Wildlands management policies and improving general operations. Being proactive, organized, communicative, and taking personal accountability for the projects assigned are essential for the success of this position.

ONSITE RESIDENT REQUIREMENT

Employment requires living onsite in Wildlands provided housing accommodations per the requirements of the Housing MOU. Serving as a security presence on the property, responding as needed to emergencies, trespassers & other circumstances that may arise.

ESSENTIAL FUNCTIONS

Must be comfortable living in remote areas with limited direct oversight.

Active role in accomplishing staff results by communicating job expectations; planning, monitoring, and appraising job results; positive coaching, mentoring, and counseling employees; enforcing systems, policies, procedures, and productivity standards. Approves time cards, PTO requests, and staff scheduling.

Assists Regional Director in developing scopes of work, contracts, tracking budgets, monitoring contractor/consultant work progress, and ensuring quality control of work products.

Oversight of statistical research and record-keeping, data updating and input, grant seeking, visitor correspondence, inventory completion, and project completion.

Carries out the directives of the Regional Director and delegates as necessary.

Oversees the use of Preserve by individuals and groups; ensures compliance with management policies, conservation goals, and access procedures; provides protection and security to the land and its resources.

Greets visitors, provides access and other information to the general public, ensures their safety, and enforces Preserve rules and regulations.

Creates and organizes volunteer efforts for studies, wildlife inventories, surveys, trail maintenance, and restoration efforts.

Manages, conducts, and assists with maintenance tasks, compliance, and improvements. Works with Wildlands design team to develop additional public access amenities. Performs trail building and maintenance; signage and boundary posting; building and facilities maintenance; equipment/vehicle inspection and maintenance, etc.

Assists in stewardship and habitat restoration programs; helps to identify and document rare or endangered species on the property; identifies non-native or invasive plants, prioritizes and helps with removal (may include use of herbicides).

Ensures expenditures are within budget for the Region. Approves employee expenditures including Wildlands credit and fuel accounts.

Oversees Preserve hunting program and feral pig depredation reporting.

Participates in monthly Herdshare meetings with grazing lessees and documents cattle movements and expenses.

Assists in the recruitment process, orienting and training employees, maintaining a safe, secure and legal work environment, developing personal growth opportunities.

Follows up with staff and contractors to ensure they understand directives from the Executive Director, Executive Management, and Regional Director. Follow up properly and accomplish assigned tasks on a timely basis.

Secures required state, county, and local permits (e.g., Hazardous Materials, well repairs & inspections, & other permits relevant to the Preserve).

Utilizes GIS to conduct resource assessments, impact analysis, and prepare reports/permits. Sets up studies for restoration and baseline monitoring projects per direction from the Regional Director. Collects field data with GPS unit and conducts analysis with GIS as needed. Familiarity with ArcGIS Pro, ArcGIS Online, and other Esri platforms is highly desired.

Helps to manage natural resource enhancement projects such as riparian enhancement, forestry, and grazing.

Ensures that a regular schedule of the following occurs; cleaning of office, barn, shops, clean and stock trail restrooms on a daily basis; litter removal and trail maintenance.

Responsible for ensuring staff is up to date on all OSHA and other safety-related training. Promotes safety awareness among the staff; updates safety procedures, conducts training sessions, performs periodic inspections, and maintains necessary records in compliance with Cal/OSHA and Wildlands safety protocols.

Ensures trail safety inspections occur on a frequent basis. Assists with emergency scenarios and on-site accidents and prepares necessary written reports.

Ensures efficiency through effective resource planning, resource productivity, and allocation. Assist Regional Director in developing comprehensive work plans, documentation, and schedules.

Periodically takes a lead role in public speaking engagements, or event attendance representing The Wildlands Conservancy.

Demonstrates good people and communication skills, works cooperatively with others, and effectively deals with difficult behavior or confrontational situations.

Assists with monitoring and management of other TWC Reserves along the Eel River Canyon.

Performs other duties relating to management and land stewardship.

#### QUALIFICATIONS

- Two years of previous management experience.
- Bachelor's Degree in the natural sciences: Forestry, Biology, Environmental Science, Biology, Land/ Resource Management, etc.
- Pass Live Scan criminal history background check, and pre-employment 5-panel drug screen (post-job offer); have valid California Driver License, and ability to be insured under TWC's auto insurance policy per the Driver Acceptability Standards.

#### COMPETENCY REQUIREMENT

- Effective management techniques, including effective use of leadership and decision-making.
- Knowledge of Wildlands personnel policies, applicable laws pertaining to wage and hour, and other county, state, and federal regulations.
- Excellent communication skills, and the ability to handle difficult behavior effectively and with discretion.

- Proficient in computer applications; online timekeeping system, e-mail, and Google G-suite.
- Knowledge of endangered species and habitats of Northern California.
- Grounds equipment operation and maintenance procedures.
- Water and irrigation system maintenance procedures.
- Principles of ecology, plant taxonomy, natural history, and habitat restoration.

#### PHYSICAL DEMANDS

- Competently and safely operate 4X4 vehicles on extreme road conditions. Experience with manual transmission a plus.
- Perform work outdoors in all weather conditions and a variety of altitudes.
- Hike a minimum of six miles in uneven terrain in all weather conditions.
- Perform routine walking, standing, sitting, reaching, bending, kneeling, speaking, hearing, seeing, operating a motor vehicle; perform standard office functions such as filing, typing, learning, photocopying, scanning, speaking on the radio, telephone, and in person. Lift, carry, pull and push a minimum of 50 pounds.

#### DIRECT REPORT & SUBORDINATES

Will report directly to the Eel River Canyon Regional Director. Will serve as the direct report for all other staff at the Eel River Canyon.

#### CLASSIFICATION & SALARY

Starting pay is \$24 to \$26 per hour, based on experience. Non-exempt, full-time, 40 hours per week (five 8-hour shifts) with full-time benefits package which includes employee assistance program (EAP), medical, dental, vision, 401(k), flexible spending account, voluntary life & AD&D insurance, paid vacation, sick, bereavement, jury duty, and holiday time.

In Accordance with California's pay transparency requirement. The pay scale for the position is \$24.00 to \$29.00 per hour.

#### EQUAL OPPORTUNITY EMPLOYMENT

The Wildlands Conservancy is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of unlawful harassment, discrimination, or retaliation based on an individual's race (including, but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, reproductive health decision-making, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender (including gender identity and gender expression), age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, off-duty and off-premises use of cannabis, or any other status protected by federal, state, or local laws. The Wildlands Conservancy is dedicated to the fulfillment of this policy in regard to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

#### AT-WILL EMPLOYMENT

This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Employment with The Wildlands Conservancy is on an "at-will" basis. This means employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect an employees right to leave Wildlands at any time, with or without notice and with or without cause. Additionally, the terms of employment at TWC, including but not limited to, promotion, demotion, discipline, transfer, compensation, benefits, duties, and location of work may be changed by Wildlands at any time, with or without notice, and for any or for no reason.

Nothing in this document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment or interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

#### HOW TO APPLY

Send your cover letter and resume indicating the position you are applying for to [jobs@wildlandsconservancy.org](mailto:jobs@wildlandsconservancy.org).

Position open until filled.