



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

Beaver Valley Headwaters Preserve, located in Callahan, CA.

POSITION SUMMARY

The Preserve Manager assists the Regional Director with the overall management of the Beaver Valley Headwaters Preserve, a 6,000-acre (and growing) preserve protecting the headwaters of the East Fork Scott River, one of Northern California's most ecologically significant watersheds and a critical landscape for the recovery of native salmon and steelhead.

Working under the direction of the Regional Director, the Preserve Manager plays a key role in advancing The Wildlands Conservancy's vision to restore and rewild the East Fork Scott River watershed and surrounding landscapes. Responsibilities include conservation advocacy, building partnerships, community outreach, implementing public access planning, securing public funding for restoration and recreation projects, overseeing contractors and preserve operations, and ensuring compliance with applicable requirements. The Preserve Manager actively represents The Wildlands Conservancy throughout the Scott Valley by fostering positive relationships with visitors, neighboring landowners, community organizations, government agencies, and other conservation partners.

This position requires working outdoors in all weather conditions and exercising sound judgment, planning, and negotiation skills to support preserve operations and organizational priorities. Success in this role requires initiative, organization, strong communication skills, and personal accountability for assigned projects. The Preserve Manager reports to the North Coast Regional Director and directly supervises the Facilities and Maintenance Manager and future preserve staff.

ONSITE RESIDENT REQUIREMENT WILL BE A CONDITION OF EMPLOYMENT AT A LATER DATE

Part of employment includes living on-site in Wildlands-provided housing 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. At the time this job opening is posted, the housing is not yet available, but will be at a later date, likely within 6 months after the beginning of employment.

In the interim until there is housing available, the position will operate in a hybrid capacity, with the Preserve Manager working remotely while also traveling to the preserve to fulfill the responsibilities of the position.

ESSENTIAL FUNCTIONS

Must be comfortable living on the property with limited oversight and staff support.

Assists the Regional Director in developing and implementing the preserve management plan, comprehensive work plan, schedules, scopes of work, contracts, tracking budgets, overseeing contractor/consultant work progress, and ensuring quality control of work products.

Documents rare or endangered species. Works with the Regional Director to establish and implement best management practices for habitat restoration programs and invasive species management and removal.

Conducts, leads, and supports landscape-scale restoration projects and weed eradication in consideration of the biological resources. Seeks funding to support restoration projects.

Manages natural and cultural resources on the property.

Landscaping and grounds maintenance work; mowing, removing weeds, planting and trimming trees, bushes, and plants as directed.

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.

Participates in The Wildlands Conservancy's fundraising efforts by engaging visitors to the Preserve and assisting with donor, partner, and agency tours that showcase the Preserve's conservation, restoration, and public access initiatives.

Responsible for ensuring best management practices for livestock grazing on the Preserve. Communicates regularly with livestock lessee; maintains recordkeeping of pasture rotation, livestock inventory, bookkeeping, and other related tasks.

Manages, conducts, and assists with maintenance tasks, road maintenance, compliance, and improvements. Works with Wildlands design team to develop additional public access and employee housing amenities.

Performs trail building and maintenance; signage and boundary posting; building and facilities maintenance; equipment/vehicle inspection and maintenance, etc.

Patrols the Preserve, provides protection and security to the land and its resources; may have interactions with trespassers, illegal off-road vehicle users, and illegal hunters on the premises. Regular hunting patrols during deer and turkey season to monitor activity and reduce trespass hunting.

Attends and actively represents Wildlands' interests at community and interested parties meetings and while interacting with public agencies, private companies, individuals and staff to promote Wildlands' mission.

Ensures road and trail safety inspections occur on a frequent basis. Takes the lead with emergency scenarios and on-site accidents. Prepares necessary written reports.

Ensures that a regular cleaning and maintenance schedule of the Preserve structures occurs; performs debris removal.

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.

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

Takes an 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, time off requests, and staff scheduling.

Works with the Regional Director and Human Resources department in the recruitment process of new staff, orienting and training employees, maintaining a safe, secure, and legal work environment, and developing personal growth opportunities.

In conjunction with the Regional Director, responsible for securing appropriate state, county, and local permits (e.g., Hazardous Materials, water system repairs & inspections, & other permits relevant to the Preserve), funds, and partners to implement projects. Prepares, presents, and maintains record-keeping associated with all components of environmental permit compliance. Assessing environmental impacts and ensuring CEQA/NEPA compliance with Preserve activities.

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.

Creates and organizes volunteer efforts for studies, wildlife inventories, surveys, trail maintenance, and restoration efforts, and recreational enhancements on the Preserve.

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

Utilize 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 a GPS unit

and conducts analysis with GIS as needed. Familiarity with ArcGIS Pro, ArcGIS Online, and other Esri platforms is highly desired.

Oversight of statistical research and record-keeping, data updating and input, grant seeking, correspondence with interested parties, and project completion.

Occasional public speaking engagements or event attendance representing The Wildlands Conservancy.

Performs other duties relating to management and land stewardship.

QUALIFICATIONS

- Three years of related management experience. Preferred candidates will have experience managing natural resources, conservation, land stewardship, wildlife, fisheries, forestry, rangeland management, parks, or other environmental field operations. Experience leading applied conservation or habitat management projects is highly desirable.
- The ability to reside in Wildlands-provided housing once housing becomes available.
- Bachelor's Degree in one of the following fields: Forestry, Biology, Environmental Science, Biology, Land/Resource Management.
- Ability to operate a motor vehicle, a valid Driver's License, and the ability to be insured under Wildlands auto policy.
- Pass Live Scan criminal history background check, drug screen, and physical (post-job offer).

COMPETENCY REQUIREMENT

- Effective management techniques, including effective use of leadership and decision-making.
- Knowledge of applicable laws pertaining to wage and hour, and other county, state, and federal regulations. Ability to learn Wildlands personnel policies within 60 days.
- 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 Workplace.
- Knowledge of endangered species and habitats of the region.
- Knowledge of water rights policies and procedures.
- 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 in extreme road conditions.
- 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, and 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.

SALARY & CLASSIFICATION

Starting rate \$27.00 - \$29.00 per hour commensurate with 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 requirements, the pay scale for the position is \$27.00 to \$31.00 an hour.*

The Wildlands Conservancy is an Equal Opportunity Employer. All employment is at will and may be terminated by either the employee or the organization at any time, with or without cause or notice, as permitted by law.

HOW TO APPLY

To be considered for this position, email your cover letter expressing why you make the ideal candidate, along with your resume, to jobs@wildlandsconservancy.org.