



## Land Steward

### **About Orenda:**

Founded in 1986, [Orenda Wildlife Land Trust](https://orendalandtrust.org) is a not-for-profit land trust based in Barnstable, MA. Orenda's mission is to preserve and protect open space for wildlife habitat, fresh air, and water quality in sanctuaries on Cape Cod and throughout Massachusetts. We own or manage more than 60 sanctuaries covering over 730 acres, and partner with other land trusts to protect many other parcels under conservation restriction. We share our mission through innovative public education, special events, and policy forums on issues related to wildlife.

### **Position Description:**

This is a year-round, part-time (20-25 hours per week) position requiring some evenings, weekends and travel. This position is based in Barnstable, MA (Cape Cod) and does not offer housing.

Pay range: \$23-\$25 per hour, depending upon experience

Reporting to: OWLT Executive Vice President

Throughout Massachusetts, Orenda Wildlife Land Trust owns over 400 acres of land in fee (our sanctuaries) and holds conservation restrictions (CRs) on over 300 acres. Orenda's Land Steward is responsible for monitoring the sanctuaries and CRs, performing land management tasks where appropriate, and engaging with landowners/neighbors to help them rectify land use violations when necessary.

The Land Steward coordinates volunteer work days (both independently and in collaboration with other organizations/community partners), hosts training sessions and educational talks at Orenda sanctuaries, and represents Orenda at public events.

The Land Steward chairs the Land & Wildlife Committee, made up of Board members and volunteers, disseminating information and garnering insight and support for



initiatives pertaining to land monitoring, management, and acquisition, as well as wildlife/habitat protection. The Land Steward serves as the “face of Orenda,” building relationships in the community and raising awareness about the Organization’s initiatives, mission and impact.

The Land Steward reports to and works closely with the organization’s Executive Vice President on all aspects of the role. S/he will also work closely with the Terrapin Protection Program Coordinator and volunteer “Turtle Team”

### **Responsibilities:**

The Land Steward responsibilities are prioritized according to the seasons/weather, and to the needs of the Organization, and our land and the wildlife throughout the course of the year. Responsibilities are both outdoor (sanctuary-based) and administrative (office-based) and include:

- Monitoring Orenda’s fee-owned wildlife sanctuaries and conservation restrictions (CRs) using GPS, site maps, deeds, historical records, etc.
- Maintaining, organizing, and creating records related to the monitoring and management of each Orenda land holding, including property reports, maps, photos, land use violations, landowner communications, etc.
- Conducting land management tasks (picking up trash, clearing invasives, improving habitat) as needed
- Ensuring continuation/progress of past land stewardship projects
- Communicating with neighbors, land owners, public conservation officials, and other land conservation organizations to coordinate and assist with land management tasks and correct violations
- Coordinating volunteer work days, including with AmeriCorps, other land trusts, and/or Orenda’s partners and stakeholders.
- Engaging with the public about Orenda’s mission and impact through guided hikes, training sessions, forums and events
- Recruiting and training volunteers and organizing volunteer projects
- Working with the Diamondback Terrapin Protection Program Coordinator/Protection Team to monitor for nesting adult turtles and hatchlings, maintain the terrapin nesting sites, maintain the on-site tool bin, and collect data related to the terrapins at our Wyman “Turtle Garden” Sanctuary in West Barnstable



- Checking and maintaining Orenda's motion-triggered wildlife cameras across the properties on which they are located, and collecting and managing the footage
- Scheduling and facilitating Land & Wildlife Committee meetings as committee chair (every other month, Wednesdays, 5 PM)
- Attending and reporting out at Board meetings (quarterly, Wednesdays, 5 PM)
- Attending meetings of Orenda's partner organizations such as the Compact of Cape Cod Conservation Trusts, the Cape Cod Wildlife Collaborative, and the Mashpee National Wildlife Refuge partnership
- Taking/gathering photos and video, and providing summaries of initiatives and events to help inform communications, outreach and development strategies
- Working in the Orenda office at the West Barnstable headquarters; answer and return phone calls and emails
- Coordinating with Orenda's President, Vice President and Bookkeeper to maintain, inform and submit records, budgets, state filings, tax requirements, legal documents, certifications, memberships, etc.
- Purchasing office supplies/land management equipment as needed
- Maintaining Orenda's tools and storage area at the Cape Wildlife Center

### **Preferred Skills & Qualifications:**

- 21+ years old
- Possess a valid driver's license
- Strong background in conservation/land-wildlife management/outdoor education
- Eager to serve in the role for 1+ years
- Comfortable working outdoors in the woods, as well as traversing and navigating off trail with the help of a GPS
- Comfortable engaging with land owners, local officials, and the public
- Adept in leading groups and developing/facilitating programming
- Comfortable working in an office environment and performing routine admin tasks
- Familiar with Microsoft and Google Suite
- Solutions-oriented/critical thinker
- Exceptional attention to detail and strong interpersonal skills
- Works well under direction and collaboratively in a team
- Ability to take initiative and manage independent projects
- Experience with GPS systems



To apply, please submit a cover letter, resume and 3 references with contact information to [meghanhill@orendalandtrust.org](mailto:meghanhill@orendalandtrust.org)

*\*Ideally, references will include: 1-2 previous employers/supervisors, 1 teacher/advisor, and/or 1 family member or friend.*

Orenda Wildlife Land Trust is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.