

March 2, 2022

**Wissahickon Trails** is an esteemed community-based conservation organization headquartered in Ambler, PA. For more than 60 years, we have been working to protect and restore nature in the Wissahickon Valley, preserving nearly 1,300 acres of critical open space, managing 12 nature preserves, and maintaining 24 miles of trails for public access. We believe people benefit when nature thrives. We are seeking a new member of our team who will have the opportunity to impact local environmental conservation and improve the quality of life in the Wissahickon Valley.

### **Stewardship Assistant**

The Stewardship Assistant will assist the Conservation Department with trail and property maintenance, habitat restoration and management, and conservation projects. This position is primarily field-based and applicants should be comfortable spending long hours outside and in variable weather; however, office days can also be expected.

The position requires regular use of power tools and the occasional use of herbicides. All safety training will be provided and the applicant will be encouraged to complete Pesticide Applicator Certification as well as Game of Logging chainsaw training. The Stewardship Assistant will work closely with the Conservation Team but they are expected to be comfortable working independently. This position offers many opportunities to learn new skills and gain experience in the fields of conservation and land management.

This is full-time, exempt position reporting to the Conservation Manager. Weekend and evening work will be required.

### **Essential Duties and Responsibilities**

- Complete trail and preserve maintenance, including: trail cutting and trimming, meadow mowing, invasive plant control, native plant restoration and maintenance, litter removal, and bridge and boardwalk repair and construction.
- Maintain tools, equipment, and vehicles
- Occasionally develop trail and preserve maps using GPS/GIS
- Assist with and/or lead volunteer service projects
- Facilities maintenance as needed
- Maintain records of herbicide use, mowing schedules, and equipment maintenance
- Assist with Wissahickon Trails' programs and events when needed

### **Qualifications and Core Competencies**

The ideal candidate will meet 75% of these Qualifications and Core Competencies:

- Experience in the proper use of tools and equipment (chainsaws, weed whackers, lawnmowers, drills, saws, tractors, and herbicide application equipment)
- Basic understanding of land conservation principles and techniques
- Some experience working with or knowledge of trails and associated infrastructure
- Comfortable working independently in variable weather conditions and over varying terrain
- Knowledge of regional native and non-native invasive plants
- Ability to complete tasks that may require considerable physical exertion and/or muscle strain
- Comfortable lifting up to and over 50 pounds
- Deep appreciation for the environment and desire to help connect people to nature
- Committed to diversity, equity and inclusion of people who have been historically excluded from the environmental sector
- Team-oriented with communication, relationship-building, and interpersonal skills
- Practice personal reflection and self-correction to assure continual professional growth
- High School diploma or equivalent

Must have valid driver's license and pass background clearances for working with children

### **Physical Demands/Work Environment**

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job, unless the requested accommodations would cause undue hardship.

This position works predominantly in the field, but with some time in an office environment. The employee must be able to stand or traverse 1-10 hours at a time outside at preserves, trails, and greenspaces across the watershed. Conservation and stewardship work may involve hiking over rough, uneven ground, climbing or descending steep grades, or lifting natural objects and/or engaging in activities that require physical exertion. Using hands, arms, and legs to lift, move, or operate field equipment and tools is necessary (such as using shovels, loppers, drills or moving materials such as potted plants and lumber). In the office, the employee is required to sit or stand at a desk for hours at a time and operate general office equipment including a computer, telephone, file cabinets, copier and printer.

The Stewardship Assistant will need to travel to and from our preserves – two field vehicles are available at our headquarters for the Conservation Team to use. A valid drivers' license is required to perform the essential duties of this role.

**Compensation**

This is a full-time salaried position (salary range is \$38k- 45k) with a full range of benefits, including paid time off (PTO), medical (90% of employee and 50% of covered dependents premiums are paid by WT), vision, life insurance and retirement (401k with up to 5% of salary matched by WT).

**About Wissahickon Trails**

At Wissahickon Trails, we work to inspire and engage diverse communities of people in protecting, stewarding and enjoying the land and waterways of the Wissahickon Valley. The board and staff are a collaborative team driven by the belief that people benefit when nature thrives. Hard work is expected, so we have created an office environment that includes a few dogs, optional opportunities for socializing outside of work, staff field trips, and lots of laughs.

**We value a racially, ethnically and culturally diverse work community and encourage applications from people of all backgrounds.** Board and staff committees are working to build an inclusive, equitable, and diverse work environment and organization. Please feel free to ask us about this work. E.O.E.

**To Apply**

Please submit your resume, cover letter outlining interest and experience, and contact information for three references to John Ferro, Conservation Director, [john@wissahickontrails.org](mailto:john@wissahickontrails.org). To submit your application in the mail: John Ferro, 12 Morris Rd, Ambler, PA 19002. No phone calls please. Applications reviewed as received.