

Job Announcement:

Coastal Stewardship Coordinator



15-20 hour per week, \$17-19 per hour

The Coastal Stewardship Coordinator will lead the Trinidad Coastal Land Trusts Stewardship Program by ensuring safe and reliable public access to coastal properties, involving the community in monthly Stewardship Work Days, and engaging with the Stewardship Committee to ensure we are meeting the public access and stewardship components of our mission. The Coastal Stewardship Coordinator's duties will shift seasonally and there will be opportunity to assist with special projects. They will be connected with the land and be in a position to connect our community with the stewardship and conservation of the Trinidad coastline. Tools, equipment, and materials are provided. Use of a personal vehicle is required with mileage reimbursement available.

CORE DUTIES & RESPONSIBILITIES

- Coordinate and expand our monthly volunteer Stewardship Work Day program by identifying projects, publicizing events using social media, press releases, etc, recruiting volunteers, and cultivating a community stewardship ethic. Coordinator must be available every first Saturday of the month.
- Complete three weekly Scenic Drive Monitoring visits at Houda Point, Luffenholtz Beach, Tepona Point and Baker Beach, including trash pick-up and removal, maintaining the dog waste disposal system, and ensuring clean and safe public access.
- Establish a Trash Patrol volunteer program and recruit and train volunteers.
- Establish a schedule to identify and complete basic landscaping and trail maintenance and repairs (e.g. seasonal mowing and weed whacking, replacing steps, installation of signs, assisting with basic facility maintenance).
- Coordinate the weeklong volunteer American Hiking Society crew and work alongside trail supervisor to complete replacing the Tepona Point Overlook trail in Summer 2022.
- Work with staff to assemble meeting agendas and facilitate monthly Stewardship Board committee meetings.
- Complete Annual Monitoring Reports for 26 TCTL properties and easements.
- Assist staff and volunteers in completing Baseline Reports and Management Plans for properties.

QUALIFICATIONS

- Experience in volunteer coordination, land stewardship, trail work, and/or equivalent education in natural resources or education fields.
- Strong interpersonal skills and comfortability with public speaking, including a genuine enthusiasm for TCTLs mission and working with diverse members of the public.
- Possesses a leadership initiative as well as ability to work as a team member.
- Good written communication skills and proficiency with Google Drive and Microsoft Word.
- Proficiency with social media platforms and ability to generate photos and content.
- Physical ability to perform basic landscaping tasks, navigate steep trails and terrain, and lift materials up to 60 lbs.
- Basic knowledge of geospatial analysis systems (GIS) (preferred).
- Competence with hand tools and power tools (i.e. chainsaw, weed wacker, drills) (preferred).
- Basic graphic design skills for flyers (preferred).
- Fully vaccinated for Covid-19.

To apply: Send a resume, cover letter and 3 references to Trinidad Coastal Land Trust at info@trinidadcoastallandtrust.org or Personnel, P.O. Box 457, Trinidad, CA, 95570. Open until filled.