

Coastal Stewardship Coordinator

Job Description



8-10 hour per week, \$18.00 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

90%

Property Maintenance

- Establish a schedule to identify and complete **landscaping and trail maintenance and repairs** (e.g. seasonal mowing and weed whacking, replacing steps, installation of signs, assisting with basic facility maintenance).
- Complete weekly **Scenic Drive Patrols Monitoring visits** at Houda Point, Luffenholtz Beach, Tepona Point and Baker Beach
 - Make regular visits to TCLT's public access properties to visually monitor their conditions to inform the landscaping and maintenance needs, as well as trash pick-up and removal, maintaining the dog waste disposal system, and ensuring clean and safe public access.

Volunteer and College Corps Coordination

- Coordinate and support 1-2 seasonal **College Corps Fellows** by checking in with work progress, logistics, and schedule/planning
- 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.

General Stewardship

- Establish a **Trash Patrol volunteer program** and recruit and train volunteers.
- Coordinate the weeklong volunteer **American Hiking Society crew**.
- Work with staff to assemble meeting agendas and facilitate monthly **Stewardship Committee meetings**.
- Complete **Annual Monitoring Reports** for 26 TCLT properties and easements.
- Assist staff and volunteers in completing **Baseline Reports and Management Plans** for properties.

10%

- Assist with **general outreach for organization**, including monthly e-newsletter, annual newsletter, social media, press releases, and landowner communication.
- Help coordinate **educational events and outings for various grants**, including Explore Humboldt with DHHS, Little River Splash with RCAA, and Seabird Monitoring.
- Occasionally support administrative duties as needed, such as grant writing.

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QUALIFICATIONS

Essential Qualifications:

- Physical ability to perform basic landscaping tasks, navigate steep trails and terrain, and lift materials up to 40 lbs.
- Competence with hand tools and power tools (i.e. weed wacker, lawn mower, drills)
- 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 TCLTs 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 Suite and Microsoft Word.
- Valid California driver's license with no serious infractions in the past 5 years
- Vehicle, with proof of insurance, suited to carrying tools and trash (reimbursed at the allowable IRS mileage reimbursement rate)

Additional Desired Qualifications:

- Proficiency with social media platforms and ability to generate photos and content.
- Basic graphic design skills for flyers.
- Basic knowledge of geospatial analysis systems.

How to apply:

We will be reviewing applications as they are received, and we do not have a set closing date for this position. Therefore, if you are interested in this exciting opportunity, we encourage you to apply as soon as possible. We are eager to connect with qualified candidates and start the interview process promptly.

Approximate Start Date: November 13th, 2023 (or sooner)

Please email a resume and a coverletter to jobs@trinidadcoastallandtrust.org. Your resume must include your phone number and email address.