



STEWARDSHIP ASSOCIATE (BIOLOGIST)

Reports to: Conservation Director

Salary and benefits: Salary commensurate with experience and skills. Employee benefits include medical, dental and 403b retirement account. Paid vacation and holidays.

Type: Full-time, professional. Working hours are at least forty hours per week, Monday through Friday with occasional Saturdays to accommodate for weekend volunteer events.

Education requirements: A Bachelors Degree in a pertinent field, graduate degree preferred. Field monitoring experience and California gnatcatcher monitoring permit highly desired.

Working Conditions: Office and outdoors (all seasons)

Physical Requirements: Ability to walk up to several miles per day over rough terrain in year round conditions.

Travel: Willingness and ability to travel, as required. Must possess reliable transportation for visiting properties throughout the PVPLC's service area.

Position Summary

The Stewardship Associate provides support for the management of the Palos Verdes Peninsula Land Conservancy's (PVPLC) managed properties, biological monitoring, reporting, mapping, community outreach, and associated record keeping. This full time position reports to the Conservation Director.

Responsibilities

- Conduct or oversee restoration monitoring (transects), sensitive plant monitoring, bird monitoring, invasive plant database
- Conduct annual conservation easement monitoring, documentation and follow up
- Conduct GPS and GIS mapping
- Coordinate and oversee contracted biologists on monitoring projects
- Assist the Conservation Director with monitoring City projects in the Preserves and provide biological monitoring for City or other contractors
- Oversee Citizen Science monitoring programs
- Educate, instruct and oversee interns and volunteers
- Grant writing and management for some conservation projects
- Maintain accurate office records/computer files relating to his/her position
- Assist the Conservation Director and other staff on annual monitoring and reporting
- Work cooperatively with, and maintain good communications with, other staff and Board members
- Assist with PVPLC functions and events as needed

Stewardship Associate (Biologist) – 2018 Job Description

- Coordinate with communications and development for mapping and graphic needs
- Conduct other tasks and special duties as assigned

Qualifications

- Bachelor's degree in natural resource management, plant or wildlife ecology, or related field. Graduate work/degree preferred
- Excellent oral and written communication skills
- Ability to work independently and as a team member with strong organizational and time management skills
- Ability to work in group and one-on-one settings with staff, stakeholders, and volunteers
- Demonstrated experience creating maps and managing data with the current generation of ArcGIS software products and statistical software
- Knowledge of California flora and fauna, coastal sage scrub ecosystems, and restoration ecology
- 10(a)1(A) permit for California gnatcatcher a plus
- Experience with biological monitoring, permitting, vegetation transects and/or California Environmental Quality Act
- Ability to walk up to several miles per day over rough terrain in year round conditions
- Reliable transportation and a valid driver's license required with acceptable DMV record and automobile liability insurance

To apply: Please send a cover letter and resume to info@pvplc.org with "Stewardship Associate" in the subject line. We are looking for a thoughtful, personalized cover letter that demonstrates your qualifications.