

## POSITION DESCRIPTION

**TITLE** Eastern Iowa Assistant Land Steward  
**LOCATION** Eastern Iowa/Lower Cedar Office Letts, IA  
**JOB FAMILY** Conservation / 450002 / Grade 2  
**SUPERVISOR** Eastern Iowa Land Steward  
**STATUS** Hourly  
**START DATE** July 24<sup>th</sup>, 2017



### ABOUT US

The Nature Conservancy is the leading conservation organization working to make a positive impact around the world in more than 69 countries, all 50 United States, and your backyard. Founded in 1951, the mission of The Nature Conservancy is to conserve the lands and waters on which all life depends. One of our core values is our commitment to diversity. Therefore, we are committed to a globally diverse and culturally competent workforce. Visit [www.nature.org](http://www.nature.org) to learn more.

The Conservancy currently owns and manages more than 3,000 acres of nature preserves in the Lower Cedar Valley. Featuring two globally rare plant communities, lowland oak savanna and alluvial fens, along with floodplain forest, emergent marshes and sedge meadows, plant diversity exceeds 400 species across the landscape. With 70% of the herpetile diversity of Iowa represented within this landscape, it was designated as Amphibian and Reptile Conservation Area in 2007, the first of its kind in the nation. Visit [www.nature.org/iowa](http://www.nature.org/iowa) to learn more.

### SUMMARY

The Eastern Iowa Assistant Land Steward performs and participates in preserve operations, maintenance and management under the direction of the Eastern Iowa Land Steward. Preserve management tasks include: building and repairing fence, invasive species control, preserve and easement monitoring, prescribed fire, and timber stand improvement. This position will also assist with maintenance of preserve infrastructure, tools, and power equipment. The Assistant Land Steward will assist with training and supervision of seasonal employees and interns and may also lead volunteer workdays. S/he will work with livestock and producers in the area. The position is based at the Lower Cedar River Valley office near Letts, IA; however, work will entail overnight or longer travel to other preserves in eastern Iowa and occasionally to other locations in the region.

### ESSENTIAL FUNCTIONS

- Maintain preserve areas frequented by the visiting public
- Removes exotic species
- Maintains/builds fence
- Conducts preserve monitoring
- May assist in prescribed burns
- Maintain tools, equipment and land.
- Maintain preserve records using a database or PC.

### RESPONSIBILITIES & SCOPE

- Supervises no staff, but may help plan and direct preserve work groups, including staff or volunteers.
- Works in variable weather conditions, at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.
- Requires considerable physical exertion and/or muscular strain.
- Occasionally requires long hours in isolated settings.
- Makes day to day decisions as delegated by supervisor.
- May work under infrequent supervision.

### MINIMUM QUALIFICATIONS

- High school diploma or GED and 1 year of training in science-related field or related experience in land management.
- Experience recognizing plant and animal species.
- Experience operating various types of equipment in a safe and efficient manner (e.g. lawn mower, chainsaw, UTV, ATV or OHV, two-way radio, or similar equipment).
- Experience working in a team environment.
- Obtain related licenses or certifications as required (e.g. First Aid, CPR, herbicide and/or pesticide application).
- Maintain driver's license and a good driving record.

### PREFERRED KNOWLEDGE, SKILLS & EXPERIENCE

- 1 - 2 years' experience in land management.
- Associate's or Bachelor's degree, or college course-work towards a degree, in Natural Resources Management, Biology, Environmental Sciences or related area of study
- Experience working with or knowledge of natural systems.
- Experience with carpentry, plumbing or other trade work.

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*

- Ability to recognize plant and animal species to complete preserve management activities.
- Ability to navigate in unfamiliar terrain using map and compass, aerial photos or GPS.
- Ability to operate, maintain, and troubleshoot various types of equipment in a safe and efficient manner (e.g.; herbicide sprayer, chainsaw, tractor, skid-loader, 4wd truck, ATV, trailer, two-way radio, etc.).
- Ability to follow instructions from colleagues and to convey work instructions to other preserve management team members, including volunteers.
- Ability to interact with preserve visitors and to convey basic preserve information.
- Ability to function productively as a member or leader of a work team.
- Ability to hold crew to high quality work standards.
- Ability to perform physical work, sometimes under adverse conditions or in inclement weather.
- PC proficiency
- Completion of NWCG Introduction to Wildland Fire Behavior (S-190) and Firefighting Training (S-130)
- The Nature Conservancy has adopted the Work Capacity Test (WCT) as the method for assessing fitness for fire qualifications. The WCT for moderate level consists of completing a two-mile hike, within thirty minutes, while carrying a twenty-five-pound pack. The person selected for this position is required to pass the moderate WCT within 60 days after starting employment.

<b>ORGANIZATIONAL COMPETENCIES</b>	Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
	Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
	Interpersonal Savvy	Maintains positive working relationships. Contributes to productive partnerships inside and outside the organization. Understands team member roles and values the contributions of others. Effectively deals with conflict.
	Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
	Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.
	Produces Results	Takes Initiative. Focuses on priorities. Strives for excellence. Is dependable and accountable for results. Persistent in the face of obstacles and meets deadlines.

**HOW TO APPLY** Application Deadline: June 25<sup>th</sup>, 2017  
Please submit your resume and cover letter through The Nature Conservancy's online application system at [nature.org/careers](http://nature.org/careers). All applications must be submitted in the system prior to 11:59 p.m. Eastern Time on June 25<sup>th</sup>, 2017. If you are having technical problems with the site or application process, contact [applyhelp@tnc.org](mailto:applyhelp@tnc.org) and include the job opening ID. Any questions related to this specific position may be directed to [ccarter@tnc.org](mailto:ccarter@tnc.org).

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

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