



JOB ANNOUNCEMENT

POSITION TITLE: Manager of Stewardship & Public Engagement

REPORTS TO: Stewardship Director

STATUS: Full-Time Exempt

JMLT is seeking a Manager of Stewardship and Public Engagement to help facilitate its program development, including its volunteer program, large- and small-scale restoration projects, and property advocacy and future program development. Under the direction of the Stewardship Department and Development Department, this position is dynamically involved in engaging the public to protect and restore the natural and cultural resources of the JMLT's unique properties. The Manager of Stewardship and Public Engagement will work with diverse community stakeholders, from families and small children to seniors, organized youth coalitions, and corporate volunteers. They will also design and conduct restoration projects from start to finish, with direct support from the Stewardship Director, and conduct regular ongoing maintenance of the JMLT properties.

RESPONSIBILITIES:

- Coordinate volunteer programming including intake, training, organization, retention, and recognition.
- Coordinate, promote, and staff public education outings. This includes annual planning, scheduling and leading outings, hikes, weed pulls, trail building, BioBlitzes, and programs.
- Represent JMLT at mission-aligned partner events to deepen relationships with organizations and groups committed to conservation in the East Bay; at fundraisers and openings; and at other JMLT events, as necessary.
- Help facilitate the use of JMLT properties for education, research, and outreach as appropriate.
- Support the Stewardship Director with strategic program planning and budgeting.
- Support JMLT with tribal relations.
- Partner with other departments to share information, develop integrated strategies, and foster clear communication across the organization.
- Provide input and content for education and outreach communications and publications, including website and social media materials.
- Support the Stewardship team as needed, including routine facility maintenance and other duties as assigned.

Supervisory Responsibilities

Train, manage, and support education, outreach, and stewardship volunteers and seasonal interns as appropriate. Carry out supervisory responsibilities in close coordination with Stewardship Director and in accordance with the organization's policies and applicable laws. Responsibilities include risk management, project safety, and ensuring high quality outcomes.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in a degree related area such as: Environmental Studies, Social Sciences, or other relevant field.
- 3+ years of experience with environmental education, volunteer outreach, and/or volunteer coordination, and land stewardship.
- Strong foundation in ecological principles, including knowledge of restoration ecology, East Bay ecosystems and natural history, and open space issues.
- Ability to develop, execute, and administer programs.
- Experience working with and supervising volunteers in field settings.
- Proficiency with Microsoft Office suite.
- Attention to accuracy and detail in a wide range of daily tasks.
- Research and writing skills.
- High level of comfort with public speaking and presentation.
- Ability to work independently, remotely, and maintain a high level of productivity.
- Ability and experience operating gas and electric hand tools, such as chainsaws, riding mowers, and line trimming equipment in a safe and manner.
- Bilingual or multilingual skills are highly desirable.
- First aid training, wilderness first aid training a plus.

ESSENTIAL REQUIREMENTS:

- Possess a valid driver's license, clean driving record, and insurance.
- Ability to operate 4-wheel drive vehicles in off road applications.
- Daily access to a motor vehicle.
- In general, ability to work frequent weekend-oriented schedules and early morning or evening commitments, often alone.
- Background check required.

Physical Demands

- Ability to frequently lift, carry/move equipment and supplies of at least 60 lbs. for up to two miles.
- Ability to hike and work on rugged terrain and in varied weather.
- Ability to recognize safety concerns and environmental hazards and regulate and mitigate such hazards and risks.

Compensation:

This is a regular, full-time, 40-hour/week (exempt status) position. Salary starting at \$62,000 annually, commensurate with experience. Benefits include generous employer contributions to medical, dental and vision insurance plans. Employer contribution to retirement plan after 1 year of employment. Paid time off includes 15 paid holidays, paid vacation based on tenure and personal and parental leave in accordance with organizational policies and procedures. This position is located at the John Muir Land Trust office in Martinez, California. Staff are working a hybrid model, which allows them to work from their home office, JMLT's main office, and in the field.

JMLT is an Equal Opportunity Employer. We are passionate about creating inclusive and equitable working environments that are representative of the communities we serve. We recognize that varied perspectives result in better outcomes. And to best serve the people of our community, we are taking the actions outlined in our [Equity Credo](#).

To apply:

Please send a one-page cover letter and your resume to James Wilson, Stewardship Director at james@jmlt.org. No phone calls please.