

Prairie Hills Resource Conservation and Development Inc. (PHRCD) is an Illinois non-profit IRS 501c3 organization in west central Illinois. We are seeking an enthusiastic individual to lead the stewardship, maintenance, and restoration of its preserves and private wildlands. The Stewardship Coordinator [SC] will work closely with staff and volunteers and lead the team to control invasive species, plant native trees/shrubs, conduct prescribed fire, and maintain and improve trails, infrastructure, and access points. Utilizing sustainable management techniques and strong initiative, the SC can look forward to assisting in the preservation and enhancement of forests, prairies, wetlands, and other natural areas in west central Illinois.

General Description of Position

The SC is a full-time professional position responsible for managing the stewardship needs of the organization, including visiting landowners, working with other staff on new projects and on annual monitoring of fee owned properties and easements. Experience with land management, including forestry, prairie and agricultural best management practices is preferred. This position offers the opportunity to work closely with a dynamic staff and a passionate board of directors.

The Corporation leadership and staff are committed to honoring diverse experiences, perspectives, and unique identities while fostering work environments that are inclusive, equitable, and welcoming. Prairie Hills does not discriminate on the basis of age, gender, race, national origin, ethnicity, religion, sexual orientation, or disability in any of its policies or programs.

Salary: \$38,800 - \$46,800 annual full-time exempt salary with benefits including paid holidays and time off, 3% employer IRA match, professional development opportunities and flexible work arrangements.

Supervisor: Executive Director

Supervises: Supervision of part-time employees and volunteers

Work Week: Monday – Friday, occasional weekends

Qualifications

- Related professional level experience or a bachelor's degree in natural resource management or related field of study
- Knowledge and experience in natural area management techniques
- Bachelor of Science degree (Masters preferred). Must have degree in natural resource management, geography, or related science (biology, environmental science, forestry, agronomy, ecology, etc.). A background in land management is preferred.
- Excellent communication and interpersonal skills, including the demonstrated ability to address problems, collaborate, resolve conflict, and cultivate diverse partnership, landowner, and donor relationships and to promote the mission of the land trust.
- Field skills for navigating, surveying, and mapping landscapes and features, including knowledge of GPS and handheld devices.

- Ability to hike, perform physical activities, carry a backpack and equipment, and work independently outdoors in varied weather conditions.
- Knowledge of standard computer software including MS Word and Excel, familiarity with ArcGIS is a plus.
- Practical problem-solving and organizational skills with attention to detail for record keeping.
- Understand conservation practices and natural resource preservation.
- Valid driver's license and ability to travel at times
- Access to a dependable vehicle, a truck is required
- Ability to work independently and manage time and multiple activities while delivering quality results.

Knowledge, skills, and abilities:

- Basic use and repair of hand tools and power equipment including hand shears, loppers, chainsaws, lawn mowers, tractors, brush cutters etc.
- Knowledge of local wildlife and vegetation
- Self-motivated, flexible, and ability to adapt to change and meet project deadlines
- Experience leading a team and supervising volunteer activities
- Experience/certification in herbicide use and chainsaw safety
- Experience in prescribe burns
- Experience in the use of GPS and GIS technology
- Ability to navigate and manage online and web applications for data collection
- Ability to work independently, in a team setting, with partners, and with the public
- Ability to communicate effectively with landowners, the public, media, professional colleagues, and government entities
- Ability to drive truck and trailer, UTV

Physical Requirements:

- Ability to work in all weather conditions
- Ability to traverse various types of terrain
- Ability to lift 50 lbs.

This announcement is more of an overview of the position than a list of required qualifications. We understand that candidates have a wealth of talent, competencies, and knowledge beyond the technical requirements of the position. Please consider applying if you meet most of the above qualifications and are eager and willing to learn the additional skills required to execute the position's essential job duties and responsibilities. Professional development is an integral part of this role and working at the Prairie Hills.

Submit your cover letter, resume and three references as a single PDF with the file name and subject line: "Stewardship Coordinator application – your full name" to info@prairiehillsrcd.org. Applications will be considered on a rolling basis until the position is filled. We will begin reviewing applications on March 14, 2022.