



STEWARDSHIP MANAGER Job Description

Reports to:	Executive Director
Classification:	Full-time, exempt
Schedule:	7-3 Monday – Friday with regularly scheduled evening and weekend programs
Work Hours:	Varies seasonally, as needed, with weekend and evening hours (required)
Benefits:	80 hours vacation (after 30-day introductory period) 10 Holidays: New Year's Eve; New Year's Day; Good Friday; Memorial Day; Independence Day; Labor Day; Thanksgiving and the day after; Christmas Eve; and, Christmas. 5 personal days

Overview: The Coffee Creek Watershed Conservancy Stewardship Manager is responsible for understanding the delicate ecological environment in the Coffee Creek Watershed Preserve and proactively managing the diverse ecosystems in the 157-acre preserve.

Stewardship Manager will successfully implement stewardship initiatives through hands on day-to-day management, supported by volunteer projects as created and managed by the Stewardship Manager. The Stewardship Manager will take an active role in evaluating, identifying and documenting Best Practices for the 157-acre Coffee Creek Watershed Preserve as well as educating the public through outreach programs and special events. This position requires a unique skill-set of an energetic, self-motivated leader who is excited about volunteer development, education, and hands-on resource management. The Coffee Creek Watershed Conservancy Stewardship Manager must have a thorough understanding of the ecosystems of the Preserve and be capable of creating a management plan for its care in perpetuity, with support of executive director and board of directors. The Stewardship Manager also serves as technical advisor on stormwater and development impact issues.

Job Duties

Job duties will include carrying out tasks, supported by diverse groups of volunteers, related to prairie, wetland, woodland and other natural community restoration, installation and stewardship. Specific job tasks may include:

- Volunteer management
- Liaison with scientific community and learning institutions
- Maintaining and enhancing the native and new native communities in the CCWP
- Participate in education outreach
- Create and follow area-specific care plans
- Monitor and assess property boundary
- Identification, enhancement, and management of diverse native ecosystems
- Pond management
- Invasive species control
- Controlled prescription burning – permitting, managing, evaluating
- Monitoring, data collection, and mapping utilizing ArcGIS
- Herbicide application utilizing backpack sprayer, licensing required
- Evaluation and take appropriate action on riparian corridor health
- Erosion control activities
- Provide technical support for grants

Expert technical skills possessed at hire date or within 6 months of start date:

Outlook products, ArcGIS (including collector), chainsaw, brush cutter, tractor with bush hog, Indiana State Chemist Category 6 license.

Bachelor's degree and three years field experience, or equivalent experience in related field, is required.

This job description includes, but is not limited to, the primary duties and responsibilities noted above. Submit resume and cover letter to Executive Director, Katie Rizer at Katie@coffeecreekwc.org.